

Everyday English Business Phrases



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These phrases cover everyday business communication — how to open and close emails professionally, navigate meetings smoothly, and make small talk with coworkers. They're grouped by situation so you can quickly find the right phrase for any workplace context.

ENGLISH

MEANING / NOTES

I hope this email finds you well.	Polite opening line for formal emails
Thank you for reaching out.	Acknowledges someone contacted you first
I'm writing to follow up on our previous conversation.	Reference a past discussion
I hope you had a great weekend.	Casual, friendly opener
Further to my last email...	Formal, continuing a thread
Apologies for the delayed response.	Acknowledge a late reply
I wanted to touch base regarding...	Casual way to bring up a topic
Thank you for your patience.	Polite, used after a delay or wait
Please let me know if you have any questions.	Standard polite closer
Looking forward to your reply.	Invites a response
Best regards,	Common formal sign-off
Thank you for your time.	Polite, appreciative closer
Feel free to reach out if you need anything.	Friendly, open-ended closer

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ENGLISH	MEANING / NOTES
I appreciate your help with this.	Expresses gratitude before signing off
Talk soon,	Casual sign-off
Kind regards,	Slightly warmer formal sign-off
Let's get started.	Opening a meeting
Can everyone hear me okay?	Checking audio at the start of a call
Let's jump right in.	Moving quickly into the agenda
I'll let you take it from here.	Handing the conversation to someone else
Could you walk us through this?	Asking someone to explain something
Let's circle back to that later.	Postponing a topic for later in the meeting
Sorry to interrupt, but...	Politely cutting in
Does anyone have any questions before we wrap up?	Inviting final questions
Let's table this for now.	Setting a topic aside for another time
I'll send a follow-up email with the action items.	Closing with next steps
Can we take this offline?	Suggesting a discussion happen separately
Let's keep this brief.	Signaling a short meeting
How was your weekend?	Common opener at the start of the work week
Did you catch the game last night?	Casual conversation starter
How's everything going?	General check-in question
Busy day today?	Acknowledging someone's workload
Any big plans coming up?	Asking about upcoming events
It's been a long week, huh?	Relatable, casual comment

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ENGLISH

MEANING / NOTES

How's the new project coming along?

Work-related small talk

Nice to see you!

Friendly greeting when running into a colleague