

FluentMinds Podcast - Episode 2D: Worksheet

Key Phrases to Remember

- Let me double-check and get back to you.
- What would work best for you?
- Just to clarify...
- Thanks for flagging that.

Exercise 1: Fill in the Blanks

- Let me _____ and get back to you.
- What would _____ best for you?
- Just to _____...
- Thanks for _____ that.

Exercise 2: Rewrite with a More Professional Tone

- I don't know right now.
- When can you do it?
- What are you saying?
- You made a mistake.

Exercise 3: Match the Meaning

- A. Let me double-check and get back to you.
- B. What would work best for you?
- C. Just to clarify...
- D. Thanks for flagging that.
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- - You want to confirm something before replying.
- - You're offering options politely.

- - You're making sure you understood.
- - You're acknowledging helpful feedback.