

FluentMinds Podcast - Episode 2A: Full Script

FluentMinds Podcast - Episode 2A: Work Meeting Vocabulary

Alex: Welcome back to the FluentMinds Podcast. This is Episode 2A. Today, we're jumping into how to speak naturally and confidently during English work meetings - especially when you're leading, transitioning between topics, or trying to sound polished and professional.

Sam: Yes, please! I always feel awkward starting a meeting. I either sound too stiff or too casual.

Alex: Totally normal. Let's imagine you're running the start of a team check-in. What would you usually say?

Sam: Hmm... maybe something like, "Let's start the meeting"?

Alex: Not wrong - but let's upgrade it. Try saying: "Let's align on today's priorities."

Sam: Let's... align on... today's priorities?

Alex: That's it. Now say it again, a little smoother. Feel how we link "Let's align" as one thought - don't pause between them.

Sam: Let's align on today's priorities.

Alex: Nice. That sounds like someone who knows what they're doing. Formal but not robotic - and very common in meetings.

Sam: Okay. That already feels more natural. What if I want to say something isn't ready yet?

Alex: Good. Try this: "We're still waiting on a few pieces before we move forward."

Sam: We're still... waiting on... a few pieces... before we move forward?

Alex: Yep. But now listen - the tone should rise a little at the beginning, then flatten out. Try saying it all in one breath.

Sam: We're still waiting on a few pieces before we move forward.

Alex: Perfect. And if you're speaking to a client, soften it more: "At this point, we're still waiting on a few key elements."

Sam: Okay, that's good. And if I want to skip a topic?

Alex: Try: "Let's park that and circle back later."

Sam: Let's... park that? That's real?

Alex: Yes - it just means, "Let's pause this and maybe talk about it later." Try the full phrase.

Sam: Let's park that and circle back later.

Alex: Great. Try it again without the pause.

Sam: Let's park that and circle back later.

Alex: Nailed it. That's exactly what you'd hear in a Monday morning meeting.

Sam: And if I want to take ownership of something?

Alex: Try: "I'll take the lead on that."

Sam: I'll... take the lead on that.

Alex: Confident. Short, strong, and shows initiative. Say it again with a firmer tone.

Sam: I'll take the lead on that.

Alex: Perfect. That's leadership without sounding bossy.

Sam: This is actually really helpful. I hear phrases like this in meetings but I never use them - I just freeze.

Alex: That's why we're doing this. Let's recap together:

Alex: Let's align on today's priorities.

Sam: Let's align on today's priorities.

Alex: We're still waiting on a few pieces before we move forward.

Sam: We're still waiting on a few pieces before we move forward.

Alex: Let's park that and circle back later.

Sam: Let's park that and circle back later.

Alex: I'll take the lead on that.

Sam: I'll take the lead on that.

Alex: Awesome job. In Episode 2B, we'll tackle polite disagreement in meetings - without sounding rude or robotic.

Sam: Oof, yes. I want that one.

Alex: See you then - and remember, speak it until it sounds like you.

FluentMinds Podcast - Episode 2B Script

FluentMinds Podcast - Episode 2B Script

Topic: Agreeing and Disagreeing Politely in Business Meetings

[Opening - 0:00]

Alex: Let's be honest - most English learners aren't afraid of vocabulary. They're afraid of sounding rude when they disagree. Or worse, afraid of speaking at all in a room full of colleagues.

That's exactly why we made this episode.

Welcome to FluentMinds Podcast, Episode 2B - where we give you the exact phrases, pronunciation tips, and professional tone you need to speak with confidence in any business meeting.

Today's focus? How to agree and disagree - politely, clearly, and naturally.

Whether you're talking to a coworker or pushing back in front of a client, you'll learn:

- How to soften your tone without losing authority
- Where to pause for clarity
- And how to sound like you belong at the table

Welcome back to the FluentMinds Podcast. This is Episode 2B, and today we're tackling a challenge that even advanced English learners struggle with: how to agree or disagree politely in business meetings - without sounding passive or confrontational.

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Sam: Oh, I need this. I never know how to disagree without sounding rude... or like I'm apologizing for existing.

Alex: You're not alone. We're going to walk through four professional phrases, break down the pronunciation, and give you tips on how to sound confident, clear, and polite - all at once.

[Phrase 1 - "I see your point, but..."]

Alex: Okay. First phrase: "I see your point, but..."

It's perfect for showing you've listened - before gently disagreeing.

Sam: I see your point... but...

Alex: Let's break it down.

Say it with me: "I see your point, but..."

Now again - but this time, connect "your point" and let your tone fall slightly at the end. Ready?

Sam: I see your point, but...

Alex: Nice. You don't want to go up at the end - that makes it sound uncertain. Listen:

"I see your point... but?" (rising tone - sounds unsure)

Now the correct version:

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"I see your point, but." (falling tone - calm and in control)

Synonyms? You could say:

"That's a valid point, though I'd add..."

"I understand where you're coming from, however..."

Sam: Okay - and how formal is this?

Alex: Great question. It's neutral-professional. Good for team meetings, client calls, even emails. Just don't follow it with "you're wrong."

[Phrase 2 - "Can I offer another perspective?"]

Alex: Phrase two: "Can I offer another perspective?"

Super polite - very useful when someone just shared an idea and you want to gently introduce yours.

Sam: Can I offer another perspective?

Alex: Good. Let's break it into chunks.

"Can I offer" - rise on "offer," that's your main stress.

"another perspective" - light rise on "another," then drop your tone on "perspective." This is where you sound calm and clear.

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Now say it slowly with me:

Can I offer another perspective?

One breath. Confident. Controlled.

Fun fact for learners: "perspective" is often mispronounced. Be careful - it's per-SPEC-tive, not pre-spect-ive.

Synonyms?

"May I suggest a different angle?" (more formal)

"Here's another way to look at it..." (slightly more casual)

[Phrase 3 - "I'd like to push back on that slightly."]

Alex: Third one: "I'd like to push back on that slightly."

It sounds assertive, but not aggressive. Common in business, especially tech or strategic discussions.

Sam: I'd like to push back on that slightly.

Alex: Let's break it down:

"I'd like to" -> this is usually reduced to "I'd like ta" in fast speech

"push back on that" -> stress on "push" and "that"

"slightly" -> soft landing - don't punch it too hard

Let's put it all together:

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I'd like ta push BACK on THAT... slightly.

Now try it again - smooth but clear.

You can also say:

"I'm not fully convinced just yet."

"Can we explore that a bit more?"

Curious detail - "push back" sounds physical, but in business English it's metaphorical: you're resisting gently.

[Phrase 4 - "Absolutely. And to add to that..."]

Alex: Final one: "Absolutely. And to add to that..."

This is a great agreement phrase. Confident, enthusiastic, supportive.

Sam: Absolutely. And to add to that...

Alex: Let's work on intonation. Start with high pitch on "Absolutely," pause, then continue in a softer tone.

Sam: Absolutely. (pause) And to add to that...

Alex: Beautiful. That pause adds clarity.

Synonyms?

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"Exactly - and just to build on that..."

"For sure... Plus..."

Sam: What about "I totally agree"?

Alex: That works too, but it's less formal. "Absolutely" feels polished and professional.

[Recap - Practice Together]

Alex: Okay - let's recap and repeat each one, with proper rhythm and stress.

Alex: Say it with us:

- I see your point, but...
- Can I offer another perspective?
- I'd like to push back on that slightly.
- Absolutely. And to add to that...

Sam: I see your point, but...

Sam: Can I offer another perspective?

Sam: I'd like to push back on that slightly.

Sam: Absolutely. And to add to that...

Alex: Amazing job.

[Closing - Preview Next Episode]

FluentMinds Podcast - Episode 2B Script

Alex: Next time in Episode 2C - we'll tackle how to speak to your boss.

- Giving updates
- Asking for more time
- Pushing back without sounding defensive

Sam: Oof. That's gonna be useful.

Alex: Subscribe, download the worksheet below, and remember: speak it until it sounds like you.

■■ FluentMinds Podcast – Episode 2C

■■ FluentMinds Podcast – Episode 2C: Top English Phrases for Talking to Your Boss Professionally – FluentMinds Podcast Ep 2C

[Intro – Alex]

You have 5 seconds to decide if this video is worth your time — so here's what you'll get:

- Powerful phrases to update your boss like a pro
- How to request more time without sounding weak
- Polite ways to say "I'm busy" while still sounding helpful
- Real pronunciation practice with stress and rhythm

Let's go — Episode 2C of the FluentMinds Podcast is all about talking to your boss in English without sounding awkward, robotic, or passive.

If you missed Episode 2A and 2B, we covered:

- How to lead meetings confidently
- How to agree and disagree without sounding rude

Go check those out after this. For now — let's make sure your English helps you *shine* in front of your boss.

■ Phrase 1: "Just to keep you in the loop..."

[Alex]

Let's start with a phrase that shows initiative without being overbearing:

- "Just to keep you in the loop..."

That means: “Here’s what I’m doing — I respect your time and want to keep you updated.”

[Sam]

“Just to keep you in the loop, we finalized the report this morning.”

[Alex]

Nice. Now say it again — but **link** it:

■ **Justa keep you in the loop...**

All one breath. Don’t pause after “just.”

[Sam]

“Justa keep you in the loop, we finalized the report this morning.”

[Alex]

Perfect. Now try this synonym:

■ “Here’s a quick status update...”

[Sam]

“Here’s a quick status update — we finalized the report this morning.”

[Alex]

Good. One more:

■ “I wanted to quickly update you on...”

You’re giving your boss control of the conversation **without** sounding hesitant.

■ Phrase 2: “Would it be possible to get an extension on...”

[Alex]

Next one: requesting more time.

■ “Would it be possible to get an extension on...”

[Sam]

“Would it be possible to get an extension on the deadline?”

[Alex]

Great — now let’s chunk it.

Say:

“Would it be POSSible...” – stress on “POSSible” ■■

“...to get an exTENSion...” – stress on “exTENSion” ■■

“...on the DEADline.” – fall on “deadline.” ■■

Let’s hear it.

[Sam]

“Would it be POSSible to get an exTENSion on the DEADline?”

[Alex]

That’s it. You sound respectful, not desperate.

Let’s try this variation:

■ “Is there any flexibility on the timeline?”

[Sam]

“Is there any flexibility on the timeline?”

[Alex]

Nice rhythm. Last one:

■ “Could we look at pushing the deadline slightly?”

Remember — *slightly* = soft landing, don’t punch it.

[Sam]

“Could we look at pushing the deadline slightly?”

[Alex]

Beautiful. You sound like someone who manages their work, not someone who’s behind.

■ Phrase 3: “Here’s what I’m currently prioritizing...”

[Alex]

This next one shows you’re organized and thinking ahead.

■ “Here’s what I’m currently prioritizing...”

[Sam]

“Here’s what I’m currently prioritizing: final edits on the proposal.”

[Alex]

Great. But watch your flow — say:

■ “Here’swha-dum currently prioritizing...”

We reduce “I’m” and link “what I’m” → “wha-dum”

[Sam]

“Here’swha-dum currently prioritizing...”

[Alex]

Awesome. Two more versions:

■ “My main priorities right now are...”

■ “I’m currently focusing on...”

They all sound proactive — you’re not waiting to be told what to do.

■ Phrase 4: “Let me know if you’d like me to shift focus.”

[Alex]

And finally, this one is subtle — but powerful.

■ “Let me know if you’d like me to shift focus.”

[Sam]

“Let me know if you’d like me to shift focus.”

[Alex]

Good. Now break it down:

■ “Letme know...” – smooth

■ “if you’d LIKE me...” – emphasis on LIKE

■ “to shift FOCUS.” – stress “FOCUS,” drop your tone ■■

[Sam]

“Let me know if you’d LIKE me to shift FOCUS.”

[Alex]

Exactly. You’re not overstepping. You’re showing awareness and offering flexibility.

Try these two too:

■ “Happy to re-prioritize if needed.”

■ “Let me know if you’d prefer I direct my time elsewhere.”

All of them = you’re a team player.

■■ Final Recap – Say It With Us

[Alex & Sam, repeating]

“Just to keep you in the loop...”

“Would it be possible to get an extension on...”

“Here’s what I’m currently prioritizing...”

“Let me know if you’d like me to shift focus.”

[Alex]

Awesome job. These are real-world expressions. You’ll hear them **all the time** in English-speaking offices — and now you know how to say them, too.

Next time, we’ll look at how to talk to **clients** without sounding robotic or overly formal.

Until then, remember:

■ “Fluent” doesn’t mean “perfect” — it means **effective.**

See you in Episode 2D.

■ ■ FluentMinds Podcast – Episode 2D:

Top English Phrases for Talking to Clients Naturally – FluentMinds Podcast Ep 2D

[Alex – calm, confident tone]

Ever freeze up when talking to a client?

No script. No time to think. Just... pressure?

Good. You're in the right place.

This episode will give you the exact phrases that fluent professionals use when responding to client requests, setting e

Let's do it — Episode 2D of the FluentMinds Podcast starts now.

■ Phrase 1: "Let me double-check and get back to you."

[Alex]

Here's the situation: A client asks a question — but you're not 100% sure.

Don't guess.

Don't freeze.

Say this instead:

■ "Let me double-check and get back to you."

You're being careful, clear, and professional. You're not ignoring them — you're just giving yourself room to answer pr

[Sam]

"Let me double-check and get back to you."

[Alex]

Now say it with rhythm — not robotic:

■ "Lemme double-check... and get BACK to you."

[Sam]

"Lemme double-check... and get BACK to you."

[Alex]

Perfect. You sound responsible — not rushed.

Try these, too:

■ "I'll look into that and follow up shortly."

■ "Let me confirm and circle back to you."

■ Phrase 2: "What would work best for you?"

[Alex]

Next: You're scheduling, offering options, or trying to be flexible.

The best move? Put the ball in their court.

■ "What would work best for you?"

It's polite. It's smooth. It's pro-level collaboration.

[Sam]

“What would work best for you?”

[Alex]

Now reduce the “would” and say it with flow:

■ “Whawuh work best for you?”

[Sam]

“Whawuh work best for you?”

[Alex]

Nice. You sound client-friendly — not robotic.

Let’s try some natural alternatives:

■ “What’s most convenient on your end?”

■ “Would you prefer Thursday or Friday?”

■ Phrase 3: “Just to clarify…”

[Alex]

Let’s say a client gives you feedback… but it’s vague.

You don’t want to assume. You don’t want to guess.

You need clarity — without sounding defensive.

■ “Just to clarify…”

[Sam]

“Just to clarify, you mean the new version of the file?”

[Alex]

Great. But now connect it more:

■ “Justa clarify…” (all one breath — don’t punch the “to”)

[Sam]

“Justa clarify, you mean the new version of the file?”

[Alex]

Perfect. Try these too:

■ “So just to make sure we’re on the same page…”

■ “Let me make sure I’ve understood correctly…”

■ Phrase 4: “Thanks for flagging that.”

[Alex]

And finally — appreciation.

A client points out an error or gives feedback.

This phrase keeps you professional, even when something went wrong.

■ “Thanks for flagging that.”

[Sam]

“Thanks for flagging that — I’ll get on it right away.”

[Alex]

Now give it some tone:

■ Drop slightly on “that” — don’t let it sound sarcastic.

[Sam]

“Thanks for flagging that.”

[Alex]

Nice. You’re owning it.

Try these too:

■ “I appreciate you bringing that to my attention.”

■ “Good catch — I’ll take care of it.”

■ Quick Recap — Say it with us

[Alex & Sam together]

“Let me double-check and get back to you.”

“What would work best for you?”

“Just to clarify…”

“Thanks for flagging that.”

[Alex]

You sound fluent — because you’re acting fluent.

This episode isn’t just about phrases — it’s about mindset.

Talk like a pro. Own your message. Be the kind of communicator clients remember — for all the right reasons.

■ Next Time...

In Episode 3A, we’ll show you how to master job interviews in English — from self-introductions to confident answers.

Until then, remember:

■ Fluent doesn’t mean perfect — it means effective.