

# Speak English at Work

By AfrinEnglish.com



# Speak English at Work – The Friendly Way

This book is part of the [Afrin English Speaking Challenge](#), a daily practice system designed to help real people build real fluency — one simple conversation at a time.

## Who Is This Book For?

- Beginners to intermediate English speakers (A2–B1)
- Anyone who works in an office with English communication
- Newcomers to remote, international, or hybrid work settings
- Learners who feel shy about “sounding natural” at work
- Job seekers preparing for an English-speaking role

## How to Use This Book

- **Read each conversation out loud** — with a partner, teacher, or yourself
- **Use the “ Say This Again” line** to shadow and memorize
- **Learn 3–5 useful expressions** in every conversation
- **Try writing your own version** at the end of each section
- **Use the practice prompts** to review and build fluency

## Table of Contents

1. Saying Hello the Friendly Way
2. Morning Small Talk at the Desk
3. Asking for Help Politely
4. Giving a Quick Update
5. Joining a Team Meeting
6. Asking Someone to Wait
7. Making a Suggestion in a Meeting
8. Praising a Coworker
9. Asking for Time Off

10. Wrapping Up the Week
11. Talking Deadlines and Priorities
12. Welcoming a New Team Member
13. Sharing Your Screen in a Call
14. Discussing a Problem at Work
15. Giving Feedback the Nice Way
16. Saying Sorry for a Mistake
17. Talking About Your Weekend
18. Checking In on a Task
19. Saying No Politely
20. Saying Goodbye (Final Day at Work)

## 1. Saying Hello the Friendly Way

The image shows a text message exchange between two people, 'YOU' and 'JENNA'. The messages are arranged in a conversation bubble format.

**YOU:**  
Morning, Jenna! How's it going?

**JENNA:**  
Morning! Not bad. You?

**YOU:**  
Pretty good. I finally slept well.

**JENNA:**  
That's a win! Any weekend plans?

**YOU:**  
Just a lazy one—maybe a movie night.

**JENNA:**  
Sounds perfect. Enjoy!

### 🗣 Say This Again

Morning! How's it going?

### 💡 Useful Phrases to Remember

- How's it going?

- Slept well
- That's a win!
- Lazy weekend
- Sounds perfect

### 📘 Vocabulary Builder

- **Lazy** – not busy, relaxed
- **Enjoy** – have a good time

#### ✏️ Try It Yourself

Write 2–3 lines about what you usually say to coworkers on Monday morning.

## 2. Morning Small Talk at the Desk

YOU:  
Did you catch that new series on Netflix?

COLLEAGUE:  
Yes! The ending was wild.

YOU:  
I didn't expect that twist at all.

COLLEAGUE:  
Same here. That actor really nailed it.

YOU:  
I hope there's a second season.

COLLEAGUE:  
Me too. Let's talk about it after lunch!

#### 🗣 Say This Again

Did you catch that new series?

## Useful Phrases to Remember

- Catch a show
- Didn't expect that
- Twist (in a story)
- Nailed it
- Talk about it later

## Vocabulary Builder

- **Twist** – an unexpected turn in a story
- **Nailed it** – did it very well or perfectly

### Try It Yourself

Think of a show you recently watched. Describe it in 2 lines.

## 3. Asking for Help Politely

YOU:  
Hey, could you look over this document when you have a minute?

COLLEAGUE:  
Sure thing. Want me to check the formatting too?

YOU:  
Yes please! I think the layout looks odd.

COLLEAGUE:  
Okay, I'll take a look after this call.

YOU:  
Thanks so much. I really appreciate it!

### Say This Again

Could you look over this when you have a minute?

## Useful Phrases to Remember

- Look over
- When you have a minute
- Sure thing
- I appreciate it

## Vocabulary Builder

- **Layout** – the arrangement or structure of something
- **Formatting** – how text and elements are organized in a document

### Try It Yourself

Write a polite message asking for help with a task at work.

## 4. Giving a Quick Update

TEAM LEAD:

Great! When do you think it'll be ready?

YOU:

Just a quick update—we're almost done with the draft.

YOU:

By lunchtime. I just need to review one section.

TEAM LEAD:

Perfect. Send it once you're done.

YOU:

Will do. Thanks!

### Say This Again

Just a quick update—we're almost done.

## Useful Phrases to Remember

- Quick update

- Almost done
- One section left
- Will do

### Vocabulary Builder

- **Draft** – an unfinished version of a document
- **Review** – check or look over carefully

#### Try It Yourself

Think of a task you're working on. Write 1–2 sentences updating your team.

## 5. Joining a Team Meeting

ALEX:

Yep, loud and clear.

YOU:

Hey team, can everyone hear me okay?

MAYA:

Go ahead.

YOU:

We completed the user testing, and results look promising.

MAYA:

Great work! Can you share the highlights?

YOU:

Sure. I'll share my screen in a second.

#### Say This Again

Can everyone hear me okay?

## Useful Phrases to Remember

- Loud and clear
- Quick update
- Go ahead
- Share my screen

## Vocabulary Builder

- **Highlights** – main points or most important parts
- **User testing** – testing a product with real users

### Try It Yourself

Write 2–3 lines you'd say to start an online meeting.

## 6. Asking Someone to Wait

YOU:  
One sec, let me find that file.

COLLEAGUE:  
No problem, I've got time.

YOU:  
Alright, just opening it now... okay, here we go.

COLLEAGUE:  
Great! Can you send it over?

YOU:  
Done. Let me know if it looks okay.

COLLEAGUE:  
Got it. Thanks!

### Say This Again

One sec, let me find that file.

## Useful Phrases to Remember

- One sec
- I've got time
- Opening it now
- Let me know if it looks okay

## Vocabulary Builder

- **One sec** – one second, a very short time
- **Got it** – I received it or I understand

### Try It Yourself

Write a short dialogue where you ask someone to wait for a moment.

## 7. Making a Suggestion in a Meeting

MANAGER:

I like that. Any thoughts on who we could ask?

YOU:

Maybe the marketing interns—they're free this week.

MANAGER:

Good call. Can you draft a plan by tomorrow?

YOU:

Absolutely. I'll send a rough outline tonight.

## Say This Again

Maybe we could test this idea with a small group?

## Useful Phrases to Remember

- Maybe we could...

- Good call
- Draft a plan
- Rough outline

### Vocabulary Builder

- **Interns** – people working temporarily to gain experience
- **Outline** – a basic plan or summary

#### Try It Yourself

Think of a new idea for your team. How would you suggest it?

## 8. Praising a Coworker

YOU:

That was a fantastic presentation! Super clear.

COWORKER:

Thank you! I was nervous about the timing.

YOU:

Didn't show at all. You looked confident.

COWORKER:

Appreciate that. I practiced a lot!

YOU:

It paid off—everyone was really impressed.

#### Say This Again

That was a fantastic presentation!

#### Useful Phrases to Remember

- Fantastic presentation
- Didn't show at all
- You looked confident

- It paid off

### Vocabulary Builder

- **Confident** – sure of yourself
- **Paid off** – had a good result after effort

#### Try It Yourself

Write 2–3 sentences you could say to praise a teammate.

## 9. Asking for Time Off

MANAGER:

Sure. Are there any deadlines you'll miss?

YOU:

Would it be okay if I took Friday off?

YOU:

I'll finish the report Thursday. It should be fine.

MANAGER:

Sounds good. Thanks for the heads-up.

YOU:

Appreciate it!

#### Say This Again

Would it be okay if I took Friday off?

#### Useful Phrases to Remember

- Would it be okay...
- Deadline
- Heads-up
- Appreciate it

## Vocabulary Builder

- **Heads-up** – early notice or warning
- **Deadline** – the last time something must be done

### Try It Yourself

Think of a day off you might request. Write a short version of your request.

## 10. Wrapping Up the Week

YOU:  
That's a wrap for me—heading out now.

COLLEAGUE:  
Enjoy your weekend! Any plans?

YOU:  
Nothing big. Just hoping to sleep in!

COLLEAGUE:  
That sounds perfect. Rest up.

YOU:  
You too. See you Monday!

### Say This Again

That's a wrap for me—heading out now.

### Useful Phrases to Remember

- That's a wrap
- Heading out
- Sleep in
- Rest up

## Vocabulary Builder

- **Wrap** – finish or end

- **Sleep in** – wake up later than usual

### 💡 Try It Yourself

Write what you usually say before leaving work on a Friday.

## 11. Talking Deadlines and Priorities

YOU:  
Hey, is the report still due on Thursday?

TEAMMATE:  
Yes, but the client asked if we could prioritize the visuals.

YOU:  
Got it. I'll shift focus to the charts first.

TEAMMATE:  
Great. Let me know if you need help formatting.

YOU:  
Will do. I'll circle back by tomorrow.

### 🗣 Say This Again

Is the report still due on Thursday?

### 💡 Useful Phrases to Remember

- Due on Thursday
- Prioritize the visuals
- Shift focus
- Circle back

### 📘 Vocabulary Builder

- **Prioritize** – to treat something as more important
- **Circle back** – return to the topic or task later

### Try It Yourself

Write 2–3 lines about something you need to prioritize this week.

## 12. Welcoming a New Team Member

DANIEL:

Thanks! It's great to be here.

YOU:

Hey, you must be Daniel! Welcome to the team.

YOU:

Let me know if you need anything—I've got extra cables and notebooks.

DANIEL:

Appreciate it! I'm just setting up now.

YOU:

Cool. We usually grab coffee at 10 if you want to join.

### Say This Again

Welcome to the team!

### Useful Phrases to Remember

- You must be...
- Let me know if...
- Appreciate it
- Grab coffee

### Vocabulary Builder

- **Setting up** – getting things ready or arranged
- **Join** – take part in something

### Try It Yourself

Imagine you're welcoming a new colleague. What would you say?

## 13. Sharing Your Screen in a Call

TEAMMATE:

Yep, looks good!

YOU:

Let me share my screen—can everyone see this slide?

YOU:

So this chart shows our Q2 growth. Any questions?

TEAMMATE:

Just one—what does the blue line represent?

YOU:

That's our marketing reach. I'll explain more in a sec.

### Say This Again

Let me share my screen—can everyone see this?

### Useful Phrases to Remember

- Share my screen
- Looks good
- Any questions?
- In a sec

### Vocabulary Builder

- **Slide** – a page in a presentation
- **Represent** – show or stand for something

### Try It Yourself

Write 1–2 lines you'd use when showing something in a meeting.

## 14. Discussing a Problem at Work

COLLEAGUE:

Oh? Can you show me where?

YOU:

I've noticed a few bugs in the latest update.

COLLEAGUE:

Got it. I'll flag that for the dev team.

YOU:

Thanks. I'll write up a quick report.

### Say This Again

I've noticed a few bugs in the update.

### Useful Phrases to Remember

- I've noticed
- Show me where
- Flag that
- Write up a quick report

### Vocabulary Builder

- **Bug** – an error or issue in software
- **Flag** – to highlight or mark for attention

### Try It Yourself

Describe a small problem you've had at work and how you shared it.

## 15. Giving Feedback the Nice Way

COLLEAGUE:

Of course! I'd love that.

YOU:

Can I give you some quick feedback on your draft?

COLLEAGUE:

Sure, hit me.

YOU:

Overall it's great—just a few small things.

COLLEAGUE:

Good idea. Thanks for being honest!

YOU:

Maybe shorten the intro and add an example at the end?

### Say This Again

Can I give you some quick feedback?

### Useful Phrases to Remember

- Quick feedback
- Overall it's great
- A few small things
- Good idea

### Vocabulary Builder

- **Intro** – introduction
- **Honest** – truthful, direct

### Try It Yourself

Think of one small suggestion you could give a coworker. Write how you'd say it.

## 16. Saying Sorry for a Mistake

COLLEAGUE:

No worries—it happens.

YOU:

I just realized I sent the wrong link. Sorry about that!

YOU:

I've sent the correct one now.

COLLEAGUE:

Got it. Thanks for fixing it quickly.

YOU:

I'll double-check next time.

### Say This Again

I just realized I sent the wrong link.

### Useful Phrases to Remember

- I just realized
- Sorry about that
- No worries
- Double-check

### Vocabulary Builder

- **Double-check** – to check again carefully
- **Correct** – the right one

### Try It Yourself

Write a short message saying sorry and how you fixed the problem.

## 17. Talking About Your Weekend

YOU:

So, how was your weekend?

TEAMMATE:

Pretty relaxing. I just watched movies and slept in.

YOU:

Nice! I went hiking on Sunday. The weather was perfect.

TEAMMATE:

That sounds amazing. Where did you go?

YOU:

Lahemaa. The forest trails are so peaceful there.

### Say This Again

How was your weekend?

### Useful Phrases to Remember

- Pretty relaxing
- Slept in
- Went hiking
- Peaceful

### Vocabulary Builder

- **Slept in** – woke up late
- **Peaceful** – calm and quiet

### Try It Yourself

Describe your last weekend in 3 sentences.

## 18. Checking In on a Task

COLLEAGUE:

Yes, I'm finalizing it today.

YOU:

Hey, just checking in—any update on the client proposal?

YOU:

Great. Let me know if you need input from me.

COLLEAGUE:

Will do. I'll send you a draft by 3.

YOU:

Perfect. Thanks!

### Say This Again

Just checking in—any update on...?

### Useful Phrases to Remember

- Just checking in
- Finalizing it
- Let me know if you need input
- Send a draft

### Vocabulary Builder

- **Proposal** – a formal suggestion or plan
- **Input** – advice, ideas, or feedback

### Try It Yourself

Write 2 lines to follow up on a task politely.

## 19. Saying No Politely

YOU:

I'd love to help, but I'm swamped this week.

COLLEAGUE:

Totally get it. Maybe next week?

YOU:

That should work. Let's touch base Monday.

COLLEAGUE:

Sounds good. Thanks for letting me know!

YOU:

No problem!

### Say This Again

I'd love to help, but I'm swamped this week.

### Useful Phrases to Remember

- I'd love to help, but...
- Swamped
- Touch base
- Letting me know

### Vocabulary Builder

- **Swamped** – extremely busy
- **Touch base** – reconnect or check in later

### Try It Yourself

Think of a way to say no politely. Write 1–2 lines.

## 20. Saying Goodbye (Final Day at Work)

TEAM:

We'll miss you! Good luck on your new journey.

YOU:

Well, today's my last day. I just wanted to say thank you all!

YOU:

I've learned so much here—it's been a great experience.

TEAM:

Keep in touch, okay?

YOU:

Definitely. I'll share my new contact info.

### Say This Again

Today's my last day. Thank you all!

### Useful Phrases to Remember

- Last day
- Good luck
- Keep in touch
- Share contact info

### Vocabulary Builder

- **Journey** – new experience or phase in life
- **Experience** – knowledge gained from doing something

 **Try It Yourself**

Write 2–3 sentences you'd say on your last day at work.

 **You Did It!**

You've taken a big step toward speaking better English at work. Whether you're in your first job, working remotely, or just want to feel more confident — this book was only the beginning.

But your journey doesn't stop here.

Keep speaking English every day with the [AfrinEnglish.com 365-Day Speaking Challenge.](#)

You'll get:

-  **Daily prompts and speaking tasks**
-  **Printable templates and speaking journal**
-  **A clear roadmap from A1 to B2**

Join thousands of learners building habits, not just vocabulary.

 **Start today at [AfrinEnglish.com](#) — your daily English companion.**