

Top 25 Everyday Sentences to Use at the Workplace - With Explanation

1. Good morning! How was your weekend?

Use this to greet coworkers politely and start friendly conversations.

2. Can you help me with this task?

Ask a colleague for assistance when you need support.

3. Please let me know if you need any assistance.

Offer help to others politely.

4. I'll send you the report by the end of the day.

Inform someone when you will complete and send their requested work.

5. Could we schedule a meeting to discuss this?

Request a meeting to talk about a project or issue.

6. I'm running a bit behind schedule.

Tell someone you are late or delayed in completing work.

7. Thank you for your help with the project.

Show appreciation for someone's assistance.

8. Let's take a quick break and then continue.

Suggest a short rest before resuming work.

9. I'll follow up with you tomorrow.

Promise to check back or continue communication later.

10. Do you have any updates on the client's request?

Ask if there is new information about a customer's order or question.

11. I'm available for a call after 3 p.m.

Inform when you are free to talk on the phone.

12. Please review the document and share your feedback.

Ask someone to read a document and give their opinion.

13. I appreciate your hard work on this.

Thank someone for their effort.

14. Can you clarify the instructions for me?

Ask for more explanation if something is unclear.

15. Let's brainstorm some ideas during the meeting.

Suggest coming up with new ideas together.

16. I'm happy to take on that responsibility.

Say you are willing to accept a task or duty.

17. We need to meet the deadline by Friday.

Remind the team about a due date.

18. Could you please resend the email?

Ask someone to send an email again, if you didn't get it.

19. I'm looking forward to working with you.

Express excitement about collaborating.

20. Let me know if anything changes.

Ask to be informed if plans or situations are updated.

21. Could you update me on the project status?

Request information about how a project is progressing.

22. I'm sorry, I didn't quite catch that. Can you repeat?

Politely ask someone to say something again if you didn't understand.

23. Please keep me posted on any new developments.

Request ongoing updates about important news.

24. I'll be out of the office tomorrow.

Inform colleagues you will be absent.

25. Can we prioritize this task for today?

Suggest making a task the most important to complete first.

Special Note:

Dear Students, we sincerely appreciate your dedication and consistency over the past 12 days during the BW curriculum. You are now just a few steps away from entering your professional life.

We have an important message for you:

To maintain effective decorum in the workplace, it is essential to have a strong vocabulary - not only to communicate clearly with others but also to understand their ideas and express your own effectively.

Please take a moment to review the top 25 sentences shared above. These will help you enhance your everyday communication within any organization you join.

Thank you, and we wish you a successful and fulfilling career ahead!

Best wishes,
BW Communication.