Let me introduce u to my team

I would like you to

Alternate for can I do

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1. Can I do that
2. Is it fine if I do
3. Is it alright
4. Do u think I could?

May I know?

To make request more polite – use words like could, would

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Can always must be used with please

Could u ask

Could you please

Could you please

Ya ok ..similar words

Is there any anything u can do for me to meet the objectives

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1. Ya, Its all right, if u can do it

Questions

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1. Do you think u can do ?

Asking politely

Can you do this for me

Agreeing to others

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1. That’s exactly what I think
2. That’s a good point
3. I agree entirely

Politely Stating disagreement

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1. I am afraid and I don’t agree because
2. I can understand but I would look at it in this way
3. I can agree, but my problem is
4. I am afraid I see some consequences here
5. I think I got it

When u are not able to understand

1. I am sorry, I am unable to understand, could you please slow down a bit?
2. If u don’t mind, could you please repeat it
3. I am not able to hear u /follow u properly, could you be bit louder
4. (never say please repeat)

When u are in confusion (/ when u didn’t understand properly)

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Do u mean you are not going to teach

So Andrew do u mean , we should not hit that api?

Asking to repeat it again

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1. Instead of can use- could
2. Could we go through it again
3. Can /could you explain that point again

Criticizing

1. i am not sure how to put this
2. I am afraid that there could be a bit of mis-understanding
3. I am sorry to mention this, but

Apolozing

1. Sorry , my fault
2. I am very sorry I didn’t realize

Accepting apologies

1. That’s all right
2. Its perfectly al right

Offering help

1. Can I give u a hand?
2. Shall I ?
3. Would you like me to ?
4. If u need any help, just let me know

Polite replies

1. Yes please thanks a lot
2. No thanks, I think I can manage a lot
3. That’s very kind of u