

EnglishMamOnline.com - Executive Email & Chat Formulas

Target Level: B1-C1

Category: Workplace & Professional Communication Templates

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Transform your informal messaging to high-impact corporate syntax:

1. REPLACING APOLOGIES WITH APPRECIATION:

- Instead of: "Sorry for the delay in replying."
- Say: "Thank you for your patience. I have reviewed the files..."

2. CONFIRMING UNDERSTANDING:

- Instead of: "I get it now."
- Say: "Understood. I will proceed with the proposed implementation plan."

3. REQUESTING UPDATES:

- Instead of: "Where are we on this?"
- Say: "Could you provide a quick status update on the deliverables?"