SPEAK WITH DARSHANA · FREE GUIDE

50

Say It More Naturally

Phrase upgrades for everyday and workplace English

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1 Feelings & Reactions

2 Everyday Conversations

3 Plans, Time & Busy Days

4 Workplace English

5 Opinions & Difficult Conversations

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BEFORE YOU BEGIN

How to use this guide

Both columns in this guide are correct English. The phrases on the right are simply what fluent speakers tend to say in real conversation. They sound warmer, more relaxed and more natural.

1 **Pick five phrases a week.** Start with the section you use most.

2 **Say each one out loud three times.** Your mouth needs practice as much as your memory.

3 **Use one in a real conversation every day.** A phrase becomes yours once you have used it.

FOR EXAMPLE

Instead of ~~"I forgot,"~~ try "It completely slipped my mind."

PART 1

Feelings & Reactions

NO	YOU MIGHT SAY	SAY IT MORE NATURALLY
1	I'm confused.	I'm a little thrown off.
2	I was very surprised.	I was completely taken aback.
3	I'm nervous.	I'm a little on edge.
4	I'm very happy.	I'm absolutely delighted.
5	I'm worried about it.	It's been on my mind.
6	I'm very tired.	I'm completely worn out.
7	I'm angry about it.	I'm pretty worked up about it.
8	I'm disappointed.	I feel a bit let down.
9	I'm excited about it.	I'm really looking forward to it.
10	I'm shocked.	I can't quite believe it.

PART 2

Everyday Conversations

NO	YOU MIGHT SAY	SAY IT MORE NATURALLY
11	Wait a minute.	Give me a moment.
12	I understand.	I see what you mean.
13	Tell me more.	I'd love to hear more about it.
14	I don't know.	I'm not entirely sure.
15	I forgot.	It completely slipped my mind.
16	I don't remember.	I can't quite recall.
17	I'm listening.	Go ahead, I'm all ears.
18	It doesn't matter.	It's no big deal.
19	I understand your situation.	I can see where you're coming from.
20	I haven't seen you for a long time.	It's been ages!

PART 3

Plans, Time & Busy Days

NO	YOU MIGHT SAY	SAY IT MORE NATURALLY
21	I'm very busy.	I'm swamped at the moment.
22	I'm late.	I'm running a little behind.
23	I don't have much time.	I'm a little pressed for time.
24	Let's meet and talk.	Let's catch up.
25	I need to leave now.	I should get going.
26	I'll do it soon.	I'll get to it shortly.
27	I'll call you later.	I'll give you a call in a little while.
28	Let's decide tomorrow.	Let's sleep on it.
29	I'm free tomorrow.	Tomorrow works for me.
30	We still have plenty of time.	There's no rush.

PART 4

Workplace English

NO	YOU MIGHT SAY	SAY IT MORE NATURALLY
31	I'll check.	Let me look into it.
32	I'll tell you what happens.	I'll keep you posted.
33	Please explain it to me.	Could you walk me through it?
34	I missed that detail.	I seem to have overlooked that.
35	We have a problem.	We've run into an issue.
36	Let's start.	Shall we get started?
37	Please explain more.	Could you elaborate on that?
38	I need more time to think.	Let me give that some thought.
39	We need to decide today.	We need to make a call on this today.
40	Let's discuss this after the meeting.	Let's take this offline.

PART 5

Opinions & Difficult Conversations

NO	YOU MIGHT SAY	SAY IT MORE NATURALLY
41	I don't like it very much.	I'm not particularly keen on it.
42	I'm not sure that's true.	I'm not entirely convinced.
43	That's wrong.	That doesn't seem quite right.
44	I don't think that will work.	I have some reservations about that approach.
45	Let's not discuss that now.	Let's park that for now.
46	He avoided answering the question.	He skirted around the question.
47	I'm rethinking my decision.	I've had second thoughts.
48	We need to accept the situation.	We'll have to come to terms with it.
49	Let's forget what happened.	Let's put it behind us.
50	Tell me your opinion honestly.	Tell me what you really think.

Knowing the phrase is step one. Using it is what builds fluency.

On Instagram, I share short phrase swaps like these, with how to say them and when to use them.

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