



The English Workshop

Power Phrases

Say it with clarity. Say it with confidence.

Learn phrases that help you lead conversations, express disagreement politely, or take initiative—without sounding unconfident or too wordy.

TAKING INITIATIVE:

- *“Here’s what I suggest...”*
- *“I’ve taken the liberty of...”*
- *“Let’s move forward with...”*

Here’s an example with context and why it works:

Context: *You’re following up after a team meeting where no decision was made.*

Example: *“Since we didn’t finalize the action plan yesterday, I’ve taken the liberty of outlining three quick next steps. Here’s a draft—feel free to build on it.”*

Why it works: *It shows leadership without overstepping. “I’ve taken the liberty...” softens the assertiveness just enough.*

HOLDING BOUNDARIES & OFFERING CLARITY:

- *Let me clarify what I meant.*
- *That’s outside the scope for now, but let’s revisit it later.*
- *To keep things clear, let’s stick to the key outcomes.*

Here’s an example with context and why it works:

Context: *A colleague wants to add unrelated points to a time-sensitive report.*

Example: *“To keep things clear and aligned with our original scope, let’s hold off on those edits for now. We can revisit them in the next cycle.”*

Why it works: *It’s respectful, maintains focus, and gently but firmly sets a boundary.*



REDIRECTING OR REFRAMING

- *Let's look at it from another angle.*
- *I see where you're coming from—what if we tried...?*
- *That's one way to view it. Another approach might be...*

Here's an example with context and why it works:

Context: *A client expresses scepticism about a recommended change.*

Example: *"I see where you're coming from. What if we looked at it from your customer's perspective—they might actually appreciate the added simplicity."*

Why it works: *It validates their viewpoint and introduces an alternative in a non-confrontational way.*

DISAGREEING DIPLOMATICALLY

- *"I see your point. Here's another angle..."*
- *"That's interesting—may I share a different view?"*
- *"I hear what you're saying, and I'd like to add..."*
- *"That might work in some cases, though I'd be concerned about..."*
- *"A possible alternative could be..."*

Here's an example with context and why it works:

I. Internal Meeting Discussion

Context: *A colleague proposes an aggressive deadline.*

Dialogue:

Colleague: *"I think we can get the full draft done by Monday."*

You: *"I see your point—it would be great to move fast. That said, I'd be concerned about quality with that timeline. What if we aimed for Wednesday and used Monday for a quick peer review?"*



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Why it works: *You acknowledge the intent, raise a valid concern, and offer a constructive compromise.*

Ok, I'll give you one more example with why it works:

II. Client Presentation Feedback

Context: *A client suggests a change you believe may dilute the message.*

Dialogue:

Client: "Let's add more slides about our past achievements."

You: "That's a strong point—your track record is impressive. May I suggest we highlight the most relevant success stories, so we keep the pitch focused and tight?"

Why it works: You validate their instinct, reposition the suggestion, and gently guide the content back to clarity.

CLARIFYING EXPECTATIONS

- *"Just to confirm, what we're aiming for is..."*
- *"So that we're on the same page, here's how I see it..."*
- *"Before we move forward, can we clarify..."*
- *"To avoid confusion, let me outline the next steps..."*
- *"Here's what success would look like for this..."*

Here's an example with context and why it works:

I. Aligning in a Meeting

Context: You're wrapping up a strategy meeting and want to ensure everyone is aligned.

Dialogue:

You: "So we're on the same page, here's how I see it: I'll handle the initial draft, Priya will review the numbers, and Rakesh will take care of the visuals. Does that match what you all had in mind?"

Why it works: It frames your expectation clearly, invites feedback, and builds ownership.



Ok, one more example with why it works:

II. Clarifying Scope with a Client

Context: A client hints at adding features beyond what was agreed upon.

Dialogue:

You: “To avoid any confusion down the line, let me outline the current scope: two email templates, one landing page, and a set of social captions. If anything else comes up, we can absolutely discuss it as an add-on.”

Why it works: It's proactive, boundaries-focused, and keeps the conversation collaborative.

NEED PERSONALISED ATTENTION?

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