

Business English Essentials

Common email phrases used in the workplace, plus guided writing practice.

Part A. Common workplace email phrases and their meaning:

Could you possibly...?	A polite way to make a request
I'm writing to follow up on...	Used when checking on a previous email
Please find attached...	Used when sending a document by email
I look forward to hearing from you.	A polite way to end an email
Let's touch base next week.	To arrange a short update meeting
Could we reschedule the meeting?	To politely ask to change a meeting time

Part B. Write a short email (4-5 sentences) to a colleague, asking to reschedule a meeting. Try to use at least two phrases from the table above.
