

Useful phrases to use at work in English

TALK ABOUT YOUR JOB

What is your occupation?

I am a nurse.

I am a social worker.

I run my own business.

I am retired.

What do you do?

COMMUNICATE AT WORK

Good morning, Mr. Jones, may I ask you a question?

Of course. I'd be happy to help you.

Certainly, how can I help you?

Sorry I'm late!

Send me an e mail.

Would 4 o'clock suit you?

We'd better get together to discuss the situation.

We seem to be having a problem with this account.

The printer isn't working.

We're going to have a conference call at 2:00.

Do you think you could help me with this?

Can we schedule the meeting for 10:00 Wednesday morning?

May I borrow a pen and a notepad?

Hi, I'm new. Have you worked here for long?