

100 English Phrases

MEANINGS AND EXAMPLES

1. How are things with you?

Meaning: Asks casually how someone is doing.

Example: Hey Dev, long time! How are things with you?

2. It's a pleasure to meet you.

Meaning: A polite greeting at a first meeting.

Example: Welcome, Dr. Rao. It's a pleasure to meet you.

3. Allow me to introduce myself.

Meaning: A formal way to start an introduction.

Example: Allow me to introduce myself. I am Neha, the project lead.

4. Long time no see!

Meaning: A warm greeting after a long gap.

Example: Riya! Long time no see! Where have you been?

5. What have you been up to lately?

Meaning: Asks about someone's recent activities.

Example: I saw your post. What have you been up to lately?

6. I'd like you to meet my colleague.

Meaning: Introduces a coworker to someone.

Example: Before we start, I'd like you to meet my colleague, Mr. Shah.

7. Delighted to meet you.

Meaning: A polite reply after an introduction.

Example: Thank you for joining us, Sarah. Delighted to meet you.

8. If you don't mind me asking,

Meaning: Softens a personal or sensitive question.

Example: If you don't mind me asking, how long did the course take?

9. Pardon the interruption,

Meaning: Excuses you before you cut into a talk.

Example: Pardon the interruption, but your cab has arrived.

10. Would you be so kind as to...

Meaning: A very polite way to ask for help.

Example: Would you be so kind as to hold the door?

11. With all due respect,

Meaning: Softens a disagreement.

Example: With all due respect, the data shows a different trend.

12. Please feel free to...

Meaning: Invites someone to go ahead without worry.

Example: Please feel free to take a snack from the table.

13. May I have a moment of your time?

Meaning: Asks a busy person for a short chat.

Example: Excuse me, ma'am, may I have a moment of your time?

14. After you, please.

Meaning: Lets someone go first.

Example: Please go ahead. After you.

15. Do you happen to know...

Meaning: A gentle way to ask for information.

Example: Do you happen to know when the library closes?

16. What's your take on...

Meaning: Asks for someone's opinion.

Example: What's your take on online classes?

17. Could you shed some light on...

Meaning: Asks for help with a confusing point.

Example: Could you shed some light on how grading works?

18. Would you mind telling me...

Meaning: A soft way to ask for information.

Example: Would you mind telling me where the admin office is?

19. Can you walk me through...

Meaning: Asks for a step-by-step explanation.

Example: Can you walk me through how to fill this form?

20. What led you to decide that?

Meaning: Asks for the reason behind a choice.

Example: What led you to pick this course?

21. Are you familiar with...

Meaning: Asks if someone already knows a topic.

Example: Before the demo, are you familiar with Excel formulas?

22. The way I see it,

Meaning: Introduces your view of a situation.

Example: The way I see it, daily practice beats long weekend sessions.

23. To the best of my knowledge,

Meaning: Limits a claim to what you know.

Example: To the best of my knowledge, the exam is on Monday.

24. I am under the impression that...

Meaning: Shares a belief you are not fully sure about.

Example: I am under the impression that the deadline moved to Friday.

25. From where I stand,

Meaning: Gives your view from your own position.

Example: From where I stand, the team worked very hard.

26. Speaking from experience,

Meaning: Backs your view with real experience.

Example: Speaking from experience, early revision cuts exam stress.

27. As far as I'm concerned,

Meaning: Shows a strong personal view.

Example: As far as I'm concerned, honesty comes first.

28. I see eye to eye with you.

Meaning: You fully agree.

Example: On study habits, I see eye to eye with you.

29. You've hit the nail on the head.

Meaning: You have understood something correctly or identified the main point of a situation. This is an idiom.

Example: Yes! You've hit the nail on the head.

30. I'm afraid I hold a different view.

Meaning: A polite way to disagree.

Example: I'm afraid I hold a different view on the fee plan.

31. We are on the same page.

Meaning: You share the same understanding.

Example: I read your plan, and we are on the same page.

32. I'm inclined to agree with that.

Meaning: You agree after some thought.

Example: Given the test results, I'm inclined to agree with that.

33. I see your point, but I have doubts.

Meaning: Accepts the point, then raises a concern.

Example: I see your point, but I have doubts about the timeline.

34. Could you do me a quick favour?

Meaning: Opens a small request.

Example: Could you do me a quick favour and print this page?

35. Would it be possible for you to...

Meaning: A polite request that adds no pressure.

Example: Would it be possible for you to move the meeting to 4 pm?

36. I'd be grateful if you could...

Meaning: Shows thanks before the task is done.

Example: I'd be grateful if you could check my draft tonight.

37. Would you mind if I...

Meaning: Asks permission to do something.

Example: Would you mind if I joined the class a few minutes late?

38. I was wondering if you could...

Meaning: A very soft, indirect request.

Example: I was wondering if you could review my slides.

39. Could I trouble you for...

Meaning: A polite way to ask for a small item.

Example: Could I trouble you for a copy of the agenda?

40. If it's not too much trouble,

Meaning: Admits the request may take effort.

Example: If it's not too much trouble, please send me the notes.

41. I can't thank you enough.

Meaning: Shows deep thanks.

Example: You fixed my laptop in an hour. I can't thank you enough.

42. I owe you one!

Meaning: Casual thanks with a promise to return the favour.

Example: Thanks for covering my shift. I owe you one!

43. Please accept my sincere apologies.

Meaning: A formal apology.

Example: Please accept my sincere apologies for the delay.

44. You have my sincerest gratitude.

Meaning: A formal, heartfelt thanks.

Example: For your years of support, you have my sincerest gratitude.

45. I'm deeply indebted to you.

Meaning: Shows you owe someone a lot.

Example: Without your guidance, I would have failed. I'm deeply indebted to you.

46. Please forgive my delayed response.

Meaning: A polite apology for a late reply.

Example: I was travelling last week. Please forgive my delayed response.

47. I take full responsibility.

Meaning: Admits the mistake is yours.

Example: The error was mine. I take full responsibility.

48. My apologies for any inconvenience caused.

Meaning: A standard apology for a problem you caused.

Example: The class ran late. My apologies for any inconvenience caused.

49. Can I borrow your lecture notes?

Meaning: Asks a classmate for notes you missed.

Example: I missed Tuesday's class. Can I borrow your lecture notes?

50. When is the assignment due?

Meaning: Asks for the submission deadline.

Example: Excuse me, sir, when is the assignment due?

51. Let's form a study group.

Meaning: Suggests studying together.

Example: Maths is hard this term. Let's form a study group.

52. Could you go over that again?

Meaning: Asks a teacher to explain once more.

Example: I lost track at step three. Could you go over that again?

53. Has the professor posted the syllabus yet?

Meaning: Asks if the course outline is out.

Example: Classes begin tomorrow. Has the professor posted the syllabus yet?

54. Is this topic going to be on the exam?

Meaning: Asks if a topic will be tested.

Example: Before we move on, is this topic going to be on the exam?

55. What's the plan for tonight?

Meaning: Asks what the group will do.

Example: It's Friday! What's the plan for tonight?

56. Let's grab a bite to eat.

Meaning: A casual invite to eat together.

Example: I'm starving. Let's grab a bite to eat.

57. Count me in!

Meaning: Says you will join the plan.

Example: A concert on Saturday? Count me in!

58. That totally slipped my mind.

Meaning: Admits you forgot something.

Example: I meant to call you, but it totally slipped my mind.

59. I'll take a rain check.

Meaning: Declines for now and offers a later date.

Example: I have an early flight, so I'll take a rain check.

60. Let's catch up over coffee.

Meaning: Invites a friend to meet and talk.

Example: It's been too long. Let's catch up over coffee on Thursday.

61. Are we still on for Saturday?

Meaning: Checks that a plan still holds.

Example: Hey Clara, are we still on for Saturday?

62. Do you have this in a medium size?

Meaning: Asks if the shop stocks another size.

Example: I like this shirt. Do you have this in a medium size?

63. Do you accept card or UPI?

Meaning: Asks which payment methods a shop takes.

Example: I have no cash. Do you accept card or UPI?

64. Which platform does the train leave from?

Meaning: Asks for the platform number.

Example: Excuse me, which platform does the train leave from?

65. Is there a fitting room available?

Meaning: Asks where to try on clothes.

Example: I'd like to try these jeans on. Is there a fitting room available?

66. Is there a shuttle to the airport?

Meaning: Asks about hotel transport.

Example: We check out at 5 am. Is there a shuttle to the airport?

67. Is breakfast included in the price?

Meaning: Asks if a hotel rate covers breakfast.

Example: Before I book, is breakfast included in the price?

68. Thanks for getting back to me.

Meaning: Thanks someone for returning your call.

Example: Good afternoon, Mrs. Gable. Thanks for getting back to me.

69. Could you speak up a little? The line is breaking up.

Meaning: Asks for a louder voice because of a bad signal.

Example: I can barely hear you. Could you speak up a little? The line is breaking up.

70. Hold on a second, please.

Meaning: Asks the caller to wait briefly.

Example: Let me find your file. Hold on a second, please.

71. I'm calling about your email.

Meaning: States why you are calling.

Example: Hello, this is Arthur. I'm calling about your email on the contract.

72. You're cutting in and out.

Meaning: Says the signal keeps breaking.

Example: You're cutting in and out. Can you hear me?

73. May I take a message?

Meaning: Offers to note a message for someone who is away.

Example: Mr. Drake is in a meeting. May I take a message?

74. I am writing to inquire about...

Meaning: A standard opening for a formal email.

Example: I am writing to inquire about the scholarship deadline.

75. Please find the document attached.

Meaning: Tells the reader a file is in the email.

Example: As discussed, please find the document attached.

76. At your earliest convenience,

Meaning: A polite way to say "as soon as possible."

Example: Please review the contract at your earliest convenience.

77. We are pleased to inform you that...

Meaning: Announces good news officially.

Example: We are pleased to inform you that your application is accepted.

78. Thank you for your prompt reply.

Meaning: Thanks someone for answering fast.

Example: Thank you for your prompt reply. It solved our scheduling issue.

79. Please do not hesitate to contact me.

Meaning: A polite closing line for emails.

Example: I hope this helps. Please do not hesitate to contact me.

80. What's up?

Meaning: A common casual greeting.

Example: Hey, what's up? Long time no chat!

81. No worries!

Meaning: A relaxed reply to thanks or sorry.

Example: Thanks for holding the door! No worries!

82. Catch you later!

Meaning: A casual goodbye.

Example: I have class in ten minutes. Catch you later!

83. I'm beat. Time to hit the hay.

Meaning: Says you are tired and going to sleep.

Example: We walked all day. I'm beat. Time to hit the hay.

84. That sounds like a blast!

Meaning: Shows excitement about a plan.

Example: Rafting this weekend? That sounds like a blast!

85. Give me a shout when you're free.

Meaning: Asks a friend to call or text when free.

Example: I'm around all afternoon. Give me a shout when you're free.

86. To kick things off,

Meaning: Starts a talk with energy.

Example: To kick things off, let's look at last month's results.

87. Now, let's move on to the next point.

Meaning: Shifts the audience to a new idea.

Example: Now, let's move on to the next point: costs.

88. I'd like to open the floor for questions.

Meaning: Invites the audience to ask.

Example: That is my last slide. I'd like to open the floor for questions.

89. I'd like to draw your attention to this chart.

Meaning: Points the audience to a visual.

Example: I'd like to draw your attention to this chart on page four.

90. Let's look at the bigger picture.

Meaning: Steps back from small details.

Example: Instead of line items, let's look at the bigger picture.

91. To recap what we covered,

Meaning: Sums up the main ideas.

Example: To recap what we covered, we saw three key trends.

92. One option would be to...

Meaning: Offers an idea without pressure.

Example: One option would be to test the plan in two cities.

93. I would strongly suggest that we...

Meaning: Shows firm support for a plan.

Example: I would strongly suggest that we start revision early.

94. It might be worth considering whether...

Meaning: Offers a gentle idea to a senior or a group.

Example: It might be worth considering whether we can automate this step.

95. Have we weighed the pros and cons of...

Meaning: Asks the group to compare both sides.

Example: Before we sign, have we weighed the pros and cons of this deal?

96. I suggest we pilot this on a smaller scale.

Meaning: Proposes a small test first.

Example: Instead of a full launch, I suggest we pilot this on a smaller scale.

97. An alternative is to...

Meaning: Adds a second choice.

Example: If the hall is full, an alternative is to meet online.

98. If I understand you correctly, you are saying that...

Meaning: Repeats the other person's point to check it.

Example: If I understand you correctly, you are saying that the test moved.

99. Could you give me an example?

Meaning: Asks for a real case.

Example: You mentioned delays. Could you give me an example?

100. To put it another way,

Meaning: Explains your own point in simpler words.

Example: We spend more than we earn. To put it another way, we are losing money.

THE CAMPUS REVIEW