



25-phrases for Workplace Communication & Small Talk

This list is designed to help ESL learners understand everyday conversations at work with confidence. These phrases are polite, casual, and suitable for semi-formal situations, especially for newcomers or employees in any role. They focus on small talk, socializing, networking, and polite discussion, helping you build relationships and feel more comfortable in the office.

Each phrase is a complete sentence you can use immediately in conversation. To practice, repeat aloud, role-play with a colleague, or use the phrases in real situations. Over time, these expressions will become natural and help you communicate smoothly at work.

1. “Good morning! How was your weekend?”
2. “Did you catch the game last night?”
3. “I really like your presentation yesterday.”
4. “Do you have a minute to chat?”
5. “Can I ask your opinion on something?”
6. “I heard you just joined the team—welcome!”



7. “What projects are you working on this week?”
8. “That’s a great idea; I hadn’t thought of that.”
9. “I’m just grabbing a coffee, want to join?”
10. “How do you usually handle that kind of task?”
11. “I’m a bit swamped today; can we touch base later?”
12. “Thanks for your help earlier, I really appreciate it.”
13. “Do you want to grab lunch sometime this week?”
14. “Let’s circle back on that after the meeting.”
15. “I heard you’re working on the new project—exciting!”
16. “Can you show me how you usually do that?”
17. “I like how you handled that situation.”
18. “What do you usually do for fun outside work?”



19. "I'm happy to help if you need anything."
20. "I've been meaning to ask for your advice on something."
21. "Let's touch base again tomorrow morning."
22. "That really made my day; thanks for sharing!"
23. "I'm still getting used to the office routines."
24. "Do you know anyone I should meet in the company?"
25. "It was nice chatting; let's catch up again soon."

