

ASKING FOR TIME TO THINK

B2-C1 | Functional language for delaying a decision politely

1 Useful phrase patterns

Use these phrases when you need time before giving an answer or making a decision.

Could I have some time to consider it?

Could I have some time to consider it before I respond?

I'd like to think it over.

I'd like to think it over before making a commitment.

Would it be possible to have until ...?

Would it be possible to have until Friday?

I need time to weigh up the options.

I need time to weigh up the options carefully.

Could we come back to this later?

Could we come back to this later in the meeting?

I'd prefer not to decide immediately.

I'd prefer not to decide immediately without more information.

Let me check the details first.

Let me check the details first. Then I can confirm.

I'll get back to you by ...

I'll get back to you by the end of the day.

2 Respond to the situations

Write one response that asks for time in each situation.

1. You are offered a new role at work, but you want to compare the responsibilities with your current position.

2. A client asks you to agree to a proposal during a meeting, but you have not read the full document.

3. Your manager asks for a decision by tomorrow, but you need until Friday to talk to your team.

4. A colleague asks which supplier you prefer, but both options have different prices and delivery times.

5. A meeting is moving quickly, and you need more information before deciding on a budget.

6. You are asked to sign up for a course, but you want to check the schedule and cost first.

7. A customer asks for an answer today, but you need to check an important contract detail.

8. A team asks for your final view on a plan. You can promise a response by the end of the day.

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B2-C1 | Suggested answers

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Possible answers

These are examples only. Other accurate and suitable responses are also correct.

Encourage students to choose a phrase that suits the relationship and situation.

1. Could I have some time to consider it? I would like to compare the role with my current position.

2. I'd prefer not to decide immediately because I have not read the full document yet.

3. Would it be possible to have until Friday? I need to discuss it with my team.

4. I need time to weigh up the options because the prices and delivery times are different.

5. Could we come back to this later? I need more information before deciding on the budget.

6. Let me check the details first, including the course schedule and cost.

7. Let me check the contract detail first. I will get back to you by tomorrow.

8. I'll get back to you by the end of the day once I have reviewed the plan.
