

THANKING AND RESPONDING TO THANKS

B2-C1 | Functional language for expressing appreciation professionally

1 Useful phrase patterns

Use these phrases to express appreciation and respond with professional warmth.

Thank you for ...

Thank you for your support.

I am grateful for ...

I am grateful for your advice.

I appreciate ...

I appreciate your prompt reply.

Many thanks for ...

Many thanks for your time.

It was my pleasure.

It was my pleasure to help.

I am glad I could help.

I am glad I could help.

You are most welcome.

You are most welcome.

The pleasure was mine.

The pleasure was mine.

2 Respond to the situations

Write one appropriate response for each situation. Try to use a range of phrases.

1. Thank a manager for supporting your development.

2. Thank a colleague for helpful advice on a project.

3. Thank a client for replying quickly to a question.

4. Thank a guest for attending a meeting.

5. Respond to a client who thanks you for resolving a problem.

6. Respond to a colleague who thanks you for preparing a report.

7. Respond to a visitor who thanks you for a tour of your office.

8. Respond to a partner who thanks you for hosting a meeting.

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B2-C1 | Suggested answers

3

Possible answers

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

Encourage students to use a range of phrase patterns from page 1.

1. Thank you for supporting my professional development.

2. I am grateful for your helpful advice on the project.

3. I appreciate your prompt reply to my question.

4. Many thanks for taking the time to attend the meeting.

5. It was my pleasure. I am glad we could resolve the problem.

6. I am glad I could help prepare the report.

7. You are most welcome. I hope the tour was useful.

8. The pleasure was mine. Thank you for joining us.
