

MAKING OFFERS AND RESPONDING TO OFFERS

B2-C1 | Functional language for offering support professionally

1 Useful phrase patterns

Use these phrases to offer assistance or respond to an offer professionally.

Would you like me to ...?

Would you like me to review it?

May I offer ...?

May I offer some assistance?

I would be happy to ...

I would be happy to help.

If it would help, I could ...

If it would help, I could join.

I would appreciate that.

I would appreciate that very much.

That would be extremely helpful.

That would be extremely helpful.

Thank you, but ...

Thank you, but I have arranged it.

I can take care of it.

I can take care of it from here.

2 Respond to the situations

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

1. Offer to review a colleague's presentation.

2. Offer support to a new team member.

3. Offer to help a client prepare for a meeting.

4. Offer to join a difficult call.

5. Accept an offer to check a report.

6. Accept an offer of technical support.

7. Decline help because another colleague is already handling it.

8. Decline an offer because you have enough information.

MAKING OFFERS AND RESPONDING TO OFFERS

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. Would you like me to review your presentation before the meeting?

2. May I offer some assistance while you settle into the team?

3. I would be happy to help you prepare for the meeting.

4. If it would help, I could join the call with the client.

5. I would appreciate that. Thank you for checking the report.

6. That would be extremely helpful. Thank you for offering.

7. Thank you, but another colleague is already handling it.

8. I can take care of it from here, but thank you for offering.
