

CONGRATULATING SOMEONE

B2-C1 | Conversation practice examples for recognising achievement warmly

Conversation: A colleague earns a promotion

Tessa	Congratulations on your promotion. I heard the announcement this morning.
Karim	Thank you. I'm excited, although taking responsibility for the whole team feels like a big step.
Tessa	It's well deserved. You kept the last project moving when we lost two members of staff.
Karim	Everyone pulled together. I wouldn't have managed it without your help with the schedule.
Tessa	You gave us a clear plan. You should be proud of how you handled that situation.
Karim	I appreciate that. My first priority is to make sure the team's workload is more manageable.
Tessa	I'm glad to hear it. Your hard work has paid off. When do you officially start?
Karim	On Monday. Let's have coffee before then - I'd like to hear your ideas for the team.

Key phrases: Congratulations on / It's well deserved. / You should be proud of / Your hard work has paid off.

Conversation: A research award

Professor	I'm delighted to hear that you've won the early-career research award.
Researcher	Thank you. The email arrived this morning, and I had to read it twice.
Professor	What an excellent result. Does the award include funding for your next study?
Researcher	Yes, enough to recruit participants from three more hospitals. That should make the results much stronger.
Professor	That's a remarkable achievement. You developed this project alongside your clinical work.
Researcher	It took longer than I'd hoped, but the patients' feedback kept me going.
Professor	Please accept my congratulations. I'd like you to present the work at our next departmental meeting.
Researcher	I'd be pleased to. It would be a good opportunity to thank the people who helped.

Key phrases: I'm delighted to hear / What an excellent result. / That's a remarkable achievement. / Please accept my congratulations.

Create your own conversation

Choose one prompt. Use at least two key phrases and include a natural response and follow-up.

Prompt 1: Congratulate a colleague on a promotion. Recognise a specific achievement and discuss their new role.

Prompt 2: Congratulate someone on a professional award in a formal setting. Ask what the award makes possible.