Small Talk That Goes Somewhere

EXTRA PHRASE BANK | 15 useful expressions by function

USE THESE AS BUILDING BLOCKS

Pick one phrase for the situation. Listen carefully and respond naturally - don't try to say every phrase in one conversation.

OPEN | Start naturally

PHRASE	WHEN TO USE IT
How's your week going?	Friendly, neutral opener.
How's your week been so far?	Ask about the week up to now.
How have things been?	Reconnect with someone you already know.
How are things on your side?	Useful with colleagues in other teams.

REACT | Show you listened

PHRASE	WHEN TO USE IT
That sounds exciting.	Positive developments.
That sounds interesting.	Curiosity without overreacting.
That sounds challenging.	Difficult or demanding news.
That sounds stressful.	Acknowledge pressure sensitively.

FOLLOW UP | Keep it moving

PHRASE	WHEN TO USE IT
How did that go?	Ask about a completed event.
What was the best part?	Invite a more interesting story.
How did the team respond?	Discuss a workplace result.
What happens next?	Ask about a future step.

SHARE | Offer something of your own

PHRASE	WHEN TO USE IT
I've been working on ...	Describe a current ongoing activity.
We've just finished ...	Share something recently completed.
I'm getting ready for ...	Mention an upcoming event or task.

Try it: OPEN → REACT → FOLLOW UP → SHARE. You only need one good line at each stage.