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Polite Reminders and Follow-Ups

Medium | B1 | Intermediate | B2 | Upper Intermediate | Adverb | Imperative mood | Infinitive | Modal verb | Past tense | Phrasal verb | Phrase | Present tense | Punctuation | Questions | Sentence | Verb | Verb mood | Verb tense | Progressive tense | Simple tense | Collocations | Idiom

1. Help the project manager write a polite follow-up message to a colleague. Select the most polite and natural option for each blank.

Hey Sarah, I _____ wanted to check in on the status of the Q3 report. _____

Choose the correct option for each gap.

Blank 1

A) already
B) still
C) just

Blank 2

A) Give me an update.
B) I want an answer.
C) Could you let me know when it's ready?

2. Choose the best message to nudge your teammate in the team chat.

You asked a teammate to review your code two days ago, and they haven't replied.

Select one.

A) Hello?? Code review??
B) Why is the code review taking so long?
C) Hi! Just checking in on the code review. Any update?
D) I remind you about the code review.

3. Select ALL the polite and professional ways to follow up.

You emailed a colleague about a project last week but haven't heard back.

Select all that apply.

A) Why haven't you answered my email?
B) I just wanted to check in on the status of the project.
C) I remind you to read my email.
D) Just following up on my email from last Tuesday.

4. Choose the most polite and natural way to nudge a classmate in a group project chat. Select the correct phrase for each blank.

Hey David, I'm _____ message I sent on Tuesday. _____

Choose the correct option for each gap.

Blank 1

A) just following up on
B) demanding an answer about
C) reminding you the

Blank 2

A) Why haven't you answered?
B) Did you get a chance to look at it?
C) Hello??

5. Select the most polite way to restate the deadline without sounding annoyed.

A coworker seems to have forgotten that the team presentation is due this Friday, even though you already emailed them about it on Monday.

Select one.

- **A)** As per my last email, the deadline is Friday.
- **B)** Per my previous message, it is due Friday.
- **C)** Just to confirm, the deadline is Friday.
- **D)** I already told you the deadline is Friday.

6. Select ALL the polite ways to remind your friend.

A friend promised to send you their part of the dinner bill, but it has been three days.

Select all that apply.

- **A)** I was wondering if you had a chance to send the money.
- **B)** You still owe me $20.
- **C)** Friendly reminder!! Pay me today.
- **D)** Hey, no rush, but could you send the $20 when you get a chance?

7. Nobody likes being left on "read." Complete this friendly team chat message to a slow-to-reply coworker. Choose the correct word for each gap.

Hi! I am just _____ in on the presentation status to see if you _____ give me a quick update.

Choose the correct option for each gap.

Blank 1

- **A)** looking
- **B)** checking
- **C)** finding

Blank 2

- **A)** do
- **B)** must
- **C)** could

8. Complete the freelancer's email to a client whose invoice is overdue. Select the best option for each blank to keep a professional tone.

Hi Mark,

_____ invoice #142 was due on May 1. _____

Choose the correct option for each gap.

Blank 1

- **A)** Friendly reminder!!
- **B)** As per my last email,
- **C)** This is a reminder that

Blank 2

- **A)** Please let us know if there are any issues.
- **B)** Pay now.
- **C)** Don't forget!!!

9. Choose the best third follow-up.

You have emailed a client twice about a contract and still have no reply.

Select one.

- **A)** Hello?? This is my third email about the contract.
- **B)** As I have already said twice, I need an answer on the contract.
- **C)** I'm following up once more on this. If now isn't a good time, just let me know when works for you.
- **D)** Sorry to bother you again, I'm so sorry, I know you're really busy, sorry!