



Following Up & Maintaining Relationships

Focus: Following up politely, maintaining professional tone, showing interest, keeping the connection active



The English Hub

Welcome & Objectives

Meeting someone once is only the beginning. Following up respectfully and staying connected is how business relationships grow. This lesson teaches polite, flexible English to help learners continue the conversation, without sounding pushy.

In today's lesson, you will:

- Practise polite ways to follow up after a conversation or introduction
- Learn useful grammar for expressing intention and interest
- Use softening phrases to maintain warmth
- Build long-term connection language

Warm-up Discussion:

Have you ever made a great contact but didn't follow up?
What's a good way to reconnect professionally without being awkward?

Vocabulary – Connection Phrases

Discuss and define the following terms with your tutor:

Expression	When to use it
“Great meeting you earlier.”	Initial follow-up after an event
“Just touching base...”	Reconnecting after a short time
“Would love to stay in touch.”	Polite suggestion to maintain connection
“Let’s catch up sometime soon.”	Informal tone to suggest another chat
“Thanks again for your time today.”	Ending note after a short follow-up

Mini Task - Networking Event

Scenario 1 – Networking Event

Imagine you met someone at a business networking event earlier today. You want to send a short message to start building a connection.

Scenario 2 – Short Project Follow-Up

Imagine you had a quick 15-minute call with a client this morning to discuss project updates. You want to politely end your follow-up email on a positive note.

Task: Discuss what expressions you would use to build a professional relationship



Grammar – Future Intentions with “Going to” and “Will”

This grammar expresses clear, polite plans to continue the conversation

Structure and meaning:

“I’m going to...” = a planned intention

“I’ll...” = spontaneous decision or offer

Examples:

“I’m going to reach out next week.” (planned)

“I’ll send over the slides.” (decided during the conversation)

Tutor provides a work-based situation. Student creates a “going to” or “will” sentence, explaining their intent



Activity – Grammar Practice:

Scenario 1:

Imagine you have already agreed with your manager to contact a supplier about late deliveries.

Task: Create a sentence using “*going to*” and explain that it’s a pre-arranged plan.

Scenario 2:

During a team call, someone says they don’t have the updated sales figures yet.

Task: Create a sentence using “*will*” and explain that it’s a decision made on the spot.



Activity – Natural or Too Formal?

Your tutor will read out each of the following follow-up sentences:

Sentences:

- **“Dear Sir, I hope this message finds you well. I am writing to follow up on our conversation earlier today.”**
- **“Hey, what’s up? Just checking in about the thing we talked about.”**
- **“Hi Jamie, great talking earlier, I’ll send over the slides tomorrow.”**

Task: Discuss and decide if the tone is:

Too stiff/formal

Too casual

Just right

Then, they rephrase **one** to make it more natural and appropriate for a workplace follow-up.

Listening Practice – Follow-Up Flow

Your tutor will read out the passage below:

“Hi again, really enjoyed chatting at yesterday’s event. Let’s definitely find time to talk more about the onboarding tools you mentioned, next week maybe?”

Questions:

- What’s the purpose of this message?
- What did they suggest next?
- Have a go at repeating the message, in your own words.

Grammar – “Would Like To” vs. “Want To”

Understanding the grammar rule:

“Would like to” sounds **more polite and formal**. It is ideal to use in networking.

Examples:

“I’d like to connect again soon.”

“I want to ask more about your project.” (less soft)

Task: Have a go at turning the following direct sentences into more polite versions:

1. **“I want to meet next week.”**
2. **“I want to hear more about your company.”**
3. **“I want to discuss a possible partnership.”**

Example:

- “I want to meet next week”. – informal, impolite.
- “I’d like to schedule a meeting for next week, does that work for you?” – formal, polite and professional.



Roleplay – The LinkedIn Follow-Up

Scenario: Imagine you met someone in a training or online session this morning.
Now you want to follow up verbally and create a connection.

Task: Have a go at creating a 3-part response, including the following:

- Reminder of the meeting from the morning
- Short friendly comment
- Suggestion to connect again

Example:

“Hi again, I really liked your points about team structure yesterday. It would be great to pick that up again if you're free next week?”



Cultural Note – Follow-Up Expectations

In English-speaking/Western workplaces, it's normal to **send a short follow-up within 24–48 hours**.

Discussion:

In your culture, how soon is too soon to follow up?

Is it polite or pushy?



Grammar – Using “Hope” + Present Simple

We use the term “**hope**” to express positivity at the start of conversations.

Examples:

“Hope your week’s going well.”

“Hope you had a great weekend.”

“Hope you’re still enjoying the new role.”

Task: Your tutor will read out a name and context of a situation, have a go at building a follow-up sentence with ‘hope’

Name: *Sarah*

Context: She just returned from vacation.

Name: *Aisha*

Context: She’s working on a big project deadline this week.

Name: *Daniel*

Context: You’re speaking to him on a Thursday.

Example:

Name: *James*

Context: He started a new role last month.

Possible answer: “*Hope you’re settling in well to the new role, James.*”



Activity – Follow-Up Builder

Your tutor will read out this past interaction scenario:

You met Carla in a Monday meeting, she's in HR. She shared her screen but didn't finish explaining a document.

Task: Build a follow up sentence to request the remaining explanation. Student builds a follow-up like:

Example starter: “Hi Carla, I appreciated your walkthrough on Monday...”



Grammar – Conditional Follow-Ups with

We use the **first conditional** to suggest a future meeting politely:

Structure:

If + present simple, will + verb

Examples:

- “If you’re free next week, we could chat again.”
- “If anything changes, I’ll be in touch.”

Task: Build a polite follow-up using this form, for the following situations:

- You just had a networking coffee with a potential client, and you’d like to meet again.
- You sent a proposal, but you’re waiting for feedback.
- You’re arranging a meeting but need to confirm the exact time later.



Speaking Task – “Finish the Sentence”

Your tutor will read out the beginning of a follow-up line. Have a go at completing the sentences:

- “Great talking to you yesterday, I’d love to...”
- “Just wanted to reach out and...”
- “I hope we can...”
- Student builds full professional responses aloud



Idiom Time – “Circle Back”, “Touch Base”, “Keep in the Loop”

Discuss and then define the following idioms with your tutor:

Idiom	Meaning
“Circle back”	Follow up on a past topic
“Touch base”	Brief reconnect
“Keep in the loop”	Stay updated on something

Task: Your tutor will read the following sentences sentence without saying the idiom. Have a go at guessing which idiom is being referred to from the list.

“Let’s talk about the budget issue we discussed last month.”

“I’ll email you updates on the progress every week.”

“Let’s talk about the budget issue we discussed last month.”

Then, have a go at creating your own sentence using the idioms from the list.

Grammar – Past Simple vs. Present Perfect in Networking

Structure:

Past Simple → a **specific** time in the past (finished action)

Present Perfect → **general experience** or action with no specific time

This helps clarify **when** the meeting happened vs. **general experience**

Examples:

- “We spoke on Monday.” (past simple – specific)
- “I’ve really enjoyed working with you.” (present perfect – general)

Task: Your tutor will read out the sentences below. Choose and explain which tense fits better:

- *We (meet) ___ at the trade show in Berlin.*
- *I (work) ___ with several international clients.*
- *We (speak) ___ on Tuesday about the budget.*



Listening Task – “Suggesting Time” Phrases

Your tutor will read out the following phrases:

“Let me know if sometime next week works for you.”

“We can reconnect later this month if you prefer.”

Task: Build a response to the sentences, suggesting a time and arrangement.



Mini Challenge – 30-Second Follow-Up:

Scenario: Post-Conference Connection

Imagine you attended a marketing conference yesterday and joined a panel discussion on sustainable branding. During the coffee break, you met Alex, a creative director from another company, and had a short chat about eco-friendly packaging trends.

Task: Create a follow-up message in 30 seconds, that:

- Thanks Alex for the conversation.
- References the specific shared moment (eco-friendly packaging trends at the conference).
- Suggests keeping in touch.

