

7-Day Challenge

Stay calm, react fast



Alena Konečná

About you, me and this miniguide

Hey there, HR professional!

Imagine you are in an **HR meeting** with international colleagues. Somebody asks you an **unexpected question**. You want to answer but your brain is suddenly empty and **you are stuck!**

I remember those stressful situations very well.

My name is Alena, and I help **HR professionals communicate professionally and confidently** at work in English.

I created this simple ebook so that you have all the useful phrases and tips from the 7-Day Challenge at hand whenever you need them.



First Impression: Start Speaking Calmly

Useful Phrases

Basic introduction

- *“Hi, I’m ...”*
- *“I work as ...”*
- *“Nice to meet you.”*

Add one simple detail

- *“I usually work on ...”*
- *“I’m responsible for ...”*

Easy small talk questions

- *“How is your first day going so far?”*
- *“Do you work from the office or remotely?”*
- *“Have you worked in a similar role before?”*

 **Tip: Choose one question and use it often.**

Mini Practice

“Hi, I’m ___.”

I work as ___.

I usually deal with ___.

Nice to meet you.”

Buy Time Without Freezing

Useful Phrases

Buy time

- *“That’s a good question.”*
- *“Let me think for a moment.”*
- *“I need a moment to think about that.”*

Start your answer safely

- *“From what I see, ...”*
- *“In my experience, ...”*
- *“At the moment, ...”*

 **Tip: Pause first. You don’t need the full answer right away.**

Mini Practice

Complete one short response:

“That’s a good question. ___.”

or

“Let me think for a moment. From what I see, ___.”

Clarify Before You React

✓ Useful Phrases

Ask for clarification

- “Could you explain what you mean by ...?”
- “Can you say more about ...?”
- “What does this mean in practice?”

Paraphrase to check understanding

- “So, if I understand correctly, ...”
- “What I’m hearing is that ...”
- “Let me check if I understood this correctly.”

 **Tip: Clarifying sounds professional. It is better than guessing.**

Mini Practice

Choose one option and complete it:

“Could you explain what you mean by ___?”

or

“So, if I understand correctly, ___.”

State Your Opinion Clearly

✓ Useful Phrases

State your opinion

- “In my view, ...”
- “From my perspective, ...”
- “My view is that ...”

Add one simple reason

- “This helps because ...”
- “This is important for us.”
- “This saves time.”

 **Tip: Use short sentences. Pause between them.**

Mini Practice

Complete one version:

“In my view, ___.”

or

“From my perspective, ___. This is important because ___.”

Disagree Calmly

Useful Phrases

Express a different view

- *“I see this differently.”*
- *“My view is not the same.”*
- *“From my perspective, the situation is different.”*

Add one short reason

- *“There is another factor.”*
- *“This has a different impact.”*
- *“This affects the process.”*

 **Tip: Avoid using “but.” Use short sentences instead.**

Mini Practice

Complete one response:

“I see this differently. ___.”

or

“From my perspective, the situation is different. ___.”

Now what?

Consistency builds confidence

You don't need to remember every phrase in this ebook.

You only need a few that feel natural to you.

Choose

- Pick 2–3 phrases from each situation.
- Say them out loud.
- Keep the ones that feel easiest to say under pressure.

Slow it down

- Short sentences are your advantage.
- A pause is professional. Silence is okay.

Listen first

- You don't need a perfect reply.
- React to what you hear, not to what *you think*

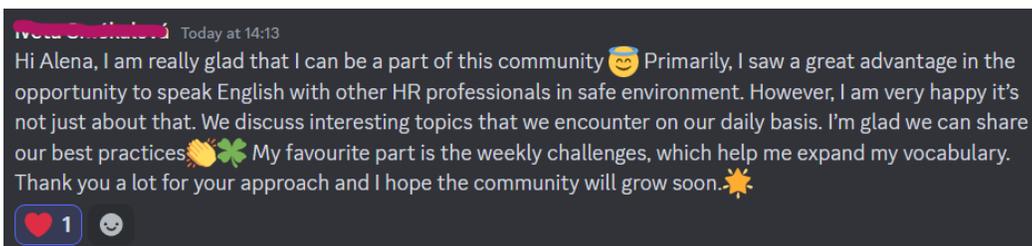
you should say.

You don't have to do this alone!

Good job! You now have tools you can use right away. What you do with them is up to you.

The more often you practise in real conversations, the calmer and clearer you will sound.

Join our [Confident HR Speaker Community](#) and learn together with other HR professionals who have the same goal - to speak English professionally and confidently at work!



Klára • 1st
HR & People care lead. OKRs facilitator. Project manager. Mentor and lifelong...
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I had been searching for a place to connect with HR professionals and discuss topics in English. Thanks to [Alena Konečná](#), I now join regular meetings where we share experiences, tackle HR issues, and improve our English communication skills. After a few months, I feel more confident handling any situation, even though I'm not a native speaker. Alena is opening more spots, so anyone can join—maybe we'll meet there! 😊 🍀

See the details and register [here](#).



Well done for completing the challenge!

I appreciate that you took the time to read this miniguide. I hope it will prove useful for you!

If you have any feedback, don't hesitate to reach out, I always keep working on improving my services.

Good luck, I hope to get to know you better!

Alena Konecna



“If you can't explain it simply, you don't understand it well enough.”

Albert Einstein