

Making a Good Impression: Saying no politely

1. Make a statement of regret.

(I'm sorry..., I'd really like to, but...I appreciate the offer, but..., etc.)

2. Explain why the answer is no.

(I'm really busy right now, We aren't available that weekend, etc.)

3. Offer an alternative, if possible.

(I might be able to do it next week, John might be able to help you with that, etc.)

Some examples:

Polite ways to say no to a *request*

I'd love to help you, but right now I'm really busy with...

I wish I could, but right now I need to focus on...

Normally I'd be able to, but right now I have to....

Polite ways to say no to an *offer*

I appreciate the offer, but...

That would be great, but I'm already working on...

Thank you for the offer, but my schedule is full at the moment.

Polite ways to say no to *invitations* to social events

That sounds great, but....

I'm sorry I can't that night. I have to....

I really appreciate the invite, but