

In this workshop, we'll discuss how to speak with confidence, intentionality & clarity in the workplace.

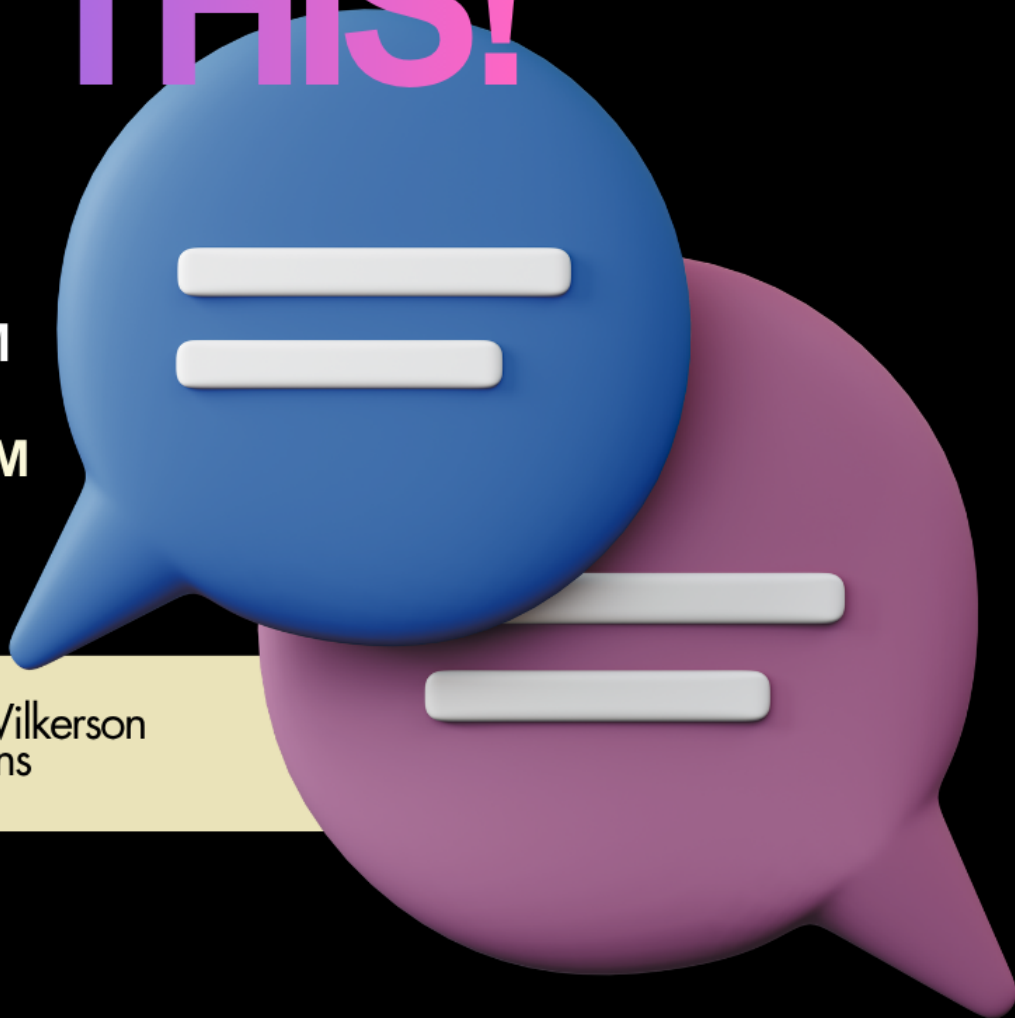
INSTEAD OF THAT, SAY THIS!

WEDNESDAY
JULY 22, 2026
6:30 PM - 7:30 PM

ONLINE VIA ZOOM
www.proseandpens.com



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Instead of That, Say This!

How to Speak with Confidence, Intentionality, and Clarity at Work & in Business

1. Eliminate Fillers
2. Cut Unnecessary Apologies
3. Address People Directly
4. Use "We" Instead of "You".
5. Choose Decisive Language.
6. Disagree Politely.
7. Make Specific Requests.
8. Just Say No
9. BONUS: Facilitate Efficiency

NOTES

Eliminate Fillers



Excessive fillers (umm, just, etc) can be distracting and may signal a lack of confidence and/or nervousness.

- Instead of: Um, I just wanted to say...
 - Say: I'd like to add...
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Cut Unnecessary Apologies



In the workplace, you're among peers. There is no need to apologize for being where you are supposed to be or doing what you have been tasked to do.

- Instead of: Sorry, but can I add something?
- Say: I'd like to add something.

Address People Directly



When you address people by name, it not only keeps them more alert but also helps them to feel seen.

- Instead of: That's a good idea.
 - Say: That's a good idea, Dwaynia.
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Use “We” Instead of “You”



Using “we” instead of “you” makes sure no one feels alone or solely responsible for any singular thing.

- Instead of: You've got to work on this.
- Say: We need to work on this a bit more.

Choose Decisive Language



Decisive language shows control, intention, and mindfulness.

- Instead of: I think we should table this until next week.
 - Say: Let's table this until next week.
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Disagree Politely



There is bound to be disagreement among groups of people. But it still needs to be addressed tactfully.

- Instead of: That's a terrible idea/thought/suggestion.
- Say: I see your point, but I have a different idea/thought/suggestion.

Make Specific Requests



Using words like ASAP to designate a time frame demonstrates vague urgency and does not provide clarity or guidance.

- Instead of: I need this ASAP!
- Say: If you could have this to me by Thursday, July 30, I would appreciate it.

Just Say No



Avoiding saying “no” may cause you to appear easily influenced or indecisive.

- Instead of: Let me think about it.
- Say: No, unfortunately I am unable to meet that request/attend/fit that into my schedule.

Bonus: Facilitate Efficiency



When setting meetings, lunches, or other calendar-based items, provide date and time options.

- Instead of: Let me know when you can meet.
- Say: Which of these dates and times work for you (then provide up to three options)?

QUESTIONS?

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