

How to share good and bad news in English?

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Life is full of ups and downs. Many a times, life gives us chance to share good or bad news to our near and dear ones. While sharing good news, there must be a happy and positive expression whereas, while sharing bad news, there must be sincerity, responsibility and feeling of sorrow and sympathy in one's speech. However, response for good and bad news is also an important factor and the response must be appropriate to the news which is being delivered. Phrases for delivering the news should be used according to the situations. Below are some phrases that can be used for sharing and responding – good or bad news.



One must convey the **good news** by using following phrases and also be responded with a decent reply.

In Formal Communication

1. Share: **We are pleased to tell you that**, you win the award of 'Best Employee of the Year'.
Response: **I'm so glad to hear that. Thank you.**

2. Share: **I would like to tell you that**, your project got shortlisted for the coming meet.
Response: **Wonderful! Thank you for sharing.**

3. Share: **We are happy to inform you that** we are extending the number of Diwali holidays by a week.
Response: **That's very great news.**

In Informal Communication

1. Share: **I'm so excited to tell you that**, I am flying to Canada for my masters.
Response: **I'm thrilled for you. Heartiest congratulations.**

2. Share: **I have some fantastic/great news for you.** I have won the award.
Response: **Wow! I'm so happy for you. Congratulations.**

3. Share: **Guess what!** My result has been declared and I scored first class in final year examination.
Response: **Wow! That's awesome.**

One must convey the **Bad News** by using following phrases and it must be responded with a sincere reply.

In Formal Communication

1. Share: **I'm sorry to have to tell you that**, our outlet in Ahmedabad is going to be shut down from next month.

Response: **I apologize for any inconvenience caused. OR I appreciate your feeling on this. I know it isn't what you hoped for.**

2. Share: **I regret to inform you that,** I will be unable to attend tomorrow's meeting.

Response: It's okay. I can understand. **If there's anything I can do, just let me know.**

3. Share: **It's my unfortunate duty to tell you that,** Pranita has been hospitalized today because she met with a severe car accident

Response: **Oh! I am so sorry to hear about this.**

In Informal Communication

1. Share: **I have got some bad news,** our neighbor expired last month.

Response: **What an awful news! I'm terribly sorry to hear that.**

2. Share: **Unfortunately,** I've missed the opportunity.

Response: **I am very sorry about your loss.**

3. Share: **Something else has come up,** so I will be unable to come for a movie.

Response: **What a bummer, that's awful.**

Hope you got an idea of communicating good and bad news in different situations with appropriate responses? While sharing bad news, use proper words or else it will be misunderstood. Improve your communication skills, vocabulary with an [online spoken English course](#).

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-By Shailja Varma

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