

Saying No in One Sentence

Practice a short, plain no that does not need a long explanation.

WHEN TO USE THIS

Use this before you answer someone who has asked you for something.

A no can be kind and still be short. The reasons you add on are usually for you, not for them.

What is the request? Write it the way they said it.

Now write your no in one sentence. Nothing after it.

Try: I can't take that on this time.

Read it out loud. What did you want to add on the end?

WHAT I WANTED TO ADD

KEEP IT OR CUT IT

Short is not cold. You are allowed to answer and then stop talking.