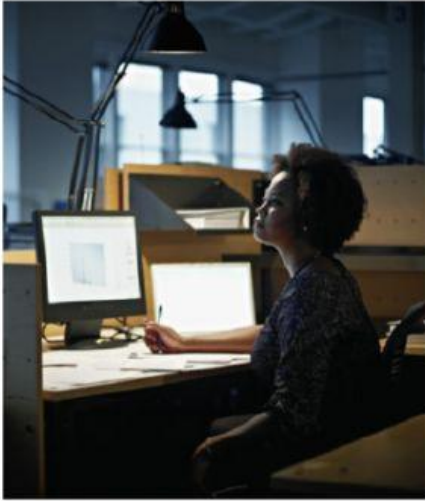




Practically speaking | How to say 'yes'

- 1 When your boss or colleagues ask you to do something, do you always say 'yes'? How difficult is it to say 'no'?
- 2 ▶ 2.2 Listen to four conversations. Match each conversation to the requests in a–d.
Conversation 1: ____ a to work late
Conversation 2: ____ b to do some paid overtime
Conversation 3: ____ c to take a day off next week
Conversation 4: ____ d to work during the lunch break
- 3 ▶ 2.2 Each person answers 'yes' in different ways. Listen again and match these answers to requests a–d.
1 Yes, absolutely! ____
2 Yes, no problem. ____
3 Yes, I suppose so. ____
4 Yes, sure. ____
- 4 Which response in 3 is less positive? In which situations and with whom would you normally use this response?
- 5 Work with a partner. Practise these conversations by making the request and answering 'yes' in different ways.
 - A manager asks you to work this weekend and offers a bonus.
 - A manager asks you to work on your day off. Three other employees are off sick today so they need help.
 - A colleague asks you to help him during the lunch break.
 - A manager asks you to work late this evening because no one else is available to help.

Better Ways to Say Yes, No, Maybe, and I Can't in English

Talking point - Corridor Conversations

1

A Hi. You know a few people are [] this week. Well, it means we're [] with some of the []. Would you be [] doing some [] this weekend? It'd be paid of course.

B Yes, []! What time do you [] here?

2

A Hi. Sorry to [] your lunch break, but can you find this [] me? We were [] to deliver it [] but I think there was a []

B Yes, sure.

A Thanks. [] your sandwich first, []

3

A Hi. Can you help me with []? I know you're [] go home but this [] just came in and the other driver [] Can you deliver it [] home?

B Well, I'm [] going out this evening but ... OK ... Yes, I []

A Thanks. I really [] it.

4

A Hi. I know you have the [] tomorrow, but I've [] a small []. I've given the day off to Mark []. There's a big delivery tomorrow, so we need someone here. I asked Mark but he's [] to take his children somewhere. Could you take your day off next week []?

B Yes, no problem.

A Thanks. That really [] Let [] which day you want to take off instead.