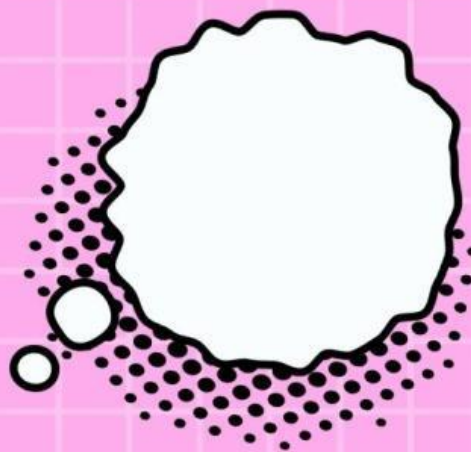


ENGLISH WORKSHEET

suggestions and offers



Name: _____

DO THE PREPARATION TASK FIRST. THEN WATCH THE VIDEO AND DO THE EXERCISES.

Preparation task

Decide which five sentences are suggestions.

- a. Shall we go to Italy this summer?
- b. Why don't you ask Jack to help you?
- c. How about starting the meeting with coffee and cakes?
- d. Let's finish this project first.
- e. You must do that today.
- f. He works four days a week.
- g. It's important to enjoy your job.
- h. Do you want to help me finish this project?

FIND THE MEANING OF EACH WORD IN YOUR DICTIONARY

- sends =
- ridiculous =
- suggested =
- careful =
- perhaps =
- responding =
- remember =
- replying =
- emailing =
- eventually =
- irrelevant =
- unrelated =
- guess =
- leave =

TASK 1. LISTEN TO THE RECORDING AND FILL IN THE BLANKS WITH THE WORDS IN THE BOX

- | | | | |
|---------------|---------------|---------------|--------------|
| a. sends | e. perhaps | i. emailing | m. unrelated |
| b. ridiculous | f. responding | j. eventually | n. guess |
| c. suggested | g. remember | k. sending | o. leave |
| d. careful | h. replying | l. irrelevant | |

Noelia : Argh, this is just (1)

Paul : Susan again?

Noelia : Yeah, Susan. She just keeps (2) me about things that have nothing to do with work and nothing to do with me. What do you think I should do?

Paul : Well, if I were you, I'd email and ask her to stop (3) them.

Noelia : I'm not sure that's a good idea. I have to be (4) what I say as she's quite an important client.

Paul : Erm, I'm not sure then. (5) you could try talking to Yuna about it?

Bob : Er.. why don't you try doing nothing?

Noelia : Sorry?

Bob : Perhaps you could just ... do nothing?

Noelia : Really? I'm not too sure about that.

Bob : Well, I (6) this guy I used to work with, Mark, and he kept emailing again and again and again, about all sorts, mostly (7) to work.

Well, I kept (8) politely and he kept sending them. In the end, I stopped (9) to his emails unless they were only about work.

Paul : And what happened?

Bob : He stopped sending them. It's a bit like being faced with a dangerous snake. If you move quickly, it'll bite you, but if you keep very still and do nothing, (10) it'll move away and (11) you alone. I had to learn the hard way.

Noelia : Hey, Bob. Have you got a minute?

Bob : Yeah.

Noelia : So, I tried what you (12) and I only responded to Susan's emails about work for a few days. Then (13) what?

Bob : The (14) emails stopped.

Noelia : Yes! Now she only (15) me work-related ones.

Bob : Well, that's very good news.

Noelia : All thanks to you, Bob.

Bob : Any time, Noelia, any time! All in a day's work. Ahh!

TASK 2

Are the sentences true or false?

Answer

1. Noelia is stressed because a client keeps emailing her about unimportant things.	True	False
2. Noelia thinks she should ask the client to stop sending emails.	True	False
3. Noelia likes Bob's suggestion at first.	True	False
4. Bob had a similar problem in a previous job.	True	False
5. Bob suggests that the scar on his neck is from a snake bite.	True	False
6. Noelia follows Bob's advice and it works.	True	False

TASK 3: CHOOSE THE MORE POLITE OPTION.

1. Tell me what to say!	What do you think I should say?
2. I'm not sure that's a good idea.	That's a really bad idea.
3. Just call her office!	Perhaps you could try calling her office.
4. Why don't you try doing nothing?	You've done enough.
5. Check with Sam before you do anything.	If I were you, I'd check with Sam first.
6. Fine. Good.	Oh, that's very good news.