

# ACTIVITY 1:

Match a proposal with the correct diplomatic reaction.

- 1) Let's postpone payment until next month.
- 2) How about reducing the team size to save costs?
- 3) We could extend the partnership for one more year.
- 4) We'd like to remove the post-project support.
- 5) We can deliver two weeks earlier.
- 6) Could we skip the training session?
- 7) We'll include the upgraded service package.



# ACTIVITY 2:

Fill in the gaps with the most suitable checking expressions.

- 1) We can postpone the launch until next quarter.  
→ \_\_\_\_\_ (check if that's feasible)
- 2) We'll keep the same budget, but reduce the scope slightly. → \_\_\_\_\_  
(check if aligned with expectations)
- 3) The new schedule will require some overtime.  
→ \_\_\_\_\_  
(confirm achievability)
- 4) We'll include one extra meeting for follow-up.  
→ \_\_\_\_\_  
(ask politely if that suits them)
- 5) We could merge the two smaller teams.  
→ \_\_\_\_\_  
(ensure mutual understanding)
- 6) We plan to use the new supplier starting next month.  
→ \_\_\_\_\_  
(check for agreement)
- 7) We can issue the invoice earlier.  
→ \_\_\_\_\_  
(verify comfort or approval)

