BUSINESS COMMUNICATION

Explaining and asking about changes

1. Match the phrases with their endings.

1 What I want to do today, … ____
2 I'll talk about … ____
3 As you know, we've recently … ____
4 Up to now, … ____
5 Because of this … ____
6 So, first, I'd like to update you … ____
7 As a result, … ____
8 What's the reason for … ____
9 It's because security … ____
10 Can you tell us … ____
11 Do you mean that … ____
12 The current situation, as it stands, … ____

a more about them?
b we've decided to upgrade the system.
c changing the current system?
d no one has stolen anything …
e been having a few problems …
f is to explain …
g on the plans for changes to …
h the background to the situation …
i we have to swipe every time …?
j can't always check …
k simply doesn't prevent …
l we've been installing …

LIVEWORKSHEETS



Key expressions

Introducing a talk
What I want to do today is ...
I'll talk about ...
I'll run through ...

Giving background information
As you know, we've recently ...
As you are aware ...
Up to now ...
I'd like to update you on ...
The situation / problem now is that ...
We expect the situation to ...
The situation, as it stands ...

Asking for an explanation
What's the reason for ...?
I don't quite understand how it works.
Can you tell us (more) about ...?
What do you mean by ...?

Giving an explanation
It's because of the fact that ...
As a result, ...
Because of this ...
By (+ *-ing*) ..., we can / hope to ...

Checking information
So, if I understand you correctly ...
Do you mean that ...?
I'm not sure I follow you.

» Interactive Workbook

LIVEWORKSHEETS

Think of a situation that has recently changed. Explain the original circumstances , what the reason was

2. A new security system
3. A reorganization of your team structure
4. A new delivery system

LIVEWORKSHEETS