

## Business communication

1 Complete the second sentences so that they have the same meaning as the first sentences.

1 I'm not sure it's a good idea to do this.

I have a few reservations  
about doing this.

2 How about changing the colour?

Why don't we \_\_\_\_\_?

3 Let's ask them to make a better offer.

I think we should consider  
\_\_\_\_\_.

4 I don't think we'll be able to convince them of our proposals.

It might prove \_\_\_\_\_.

5 Perhaps we could provide some chairs.

Couldn't \_\_\_\_\_?

6 We could always have music in the factory.

Have you thought about  
\_\_\_\_\_?

7 Do you mind if I don't come?

I'd rather \_\_\_\_\_.

8 I'd recommend looking at this again tomorrow morning.

I'd recommend that \_\_\_\_\_.

2 Complete the missing words in the conversations.

1 A What do you think of this idea?

B Great. I really like it.

2 A It seems like a bad plan to me.

B No! It's a g \_\_\_\_\_ i \_\_\_\_\_.

3 A Maybe we should change the office round so that everyone shares desks.

B Sorry, but I don't think that w \_\_\_\_\_ w \_\_\_\_\_.

4 A This new system seems slower than the old one.

B I agree. Replacing the old one m \_\_\_\_\_ p \_\_\_\_\_ to be a bad idea!

5 A These new meeting rooms are very large but I don't like the colour.

B We c \_\_\_\_\_ a \_\_\_\_\_ repaint them.

6 A Let's cancel the order for new desks.

B Yes, I like the old ones. B \_\_\_\_\_, we can't really afford them.