

Unit 10: Functional Language - Giving and responding to advice

1 Complete the sentences with the words in the box.

would able afraid should important tried

- 1 Have you _____ talking to them about it?
- 2 Don't be _____ to ask your manager for help.
- 3 I think it's _____ for us to find a solution today.
- 4 Maybe it _____ be better for us to delay the project for a month.
- 5 Customer service _____ be the company's main focus.
- 6 You need to be _____ to prioritise your work on your own.

Choose the correct form of the verb to complete the sentences.

- 1 Why don't you _____ to your line manager?
.....
- 2 Maybe it would be better _____ a few days off.
.....
- 3 Have you tried _____ at home?
.....
- 4 Don't be afraid _____ your real reason.
.....
- 5 Maybe you should _____ some more training.
.....
- 6 You need _____ your team meetings.
.....
- 7 I think it's important for you _____ more time with your team.
.....