

Look at questions 1-10 from two presentations. Match the categories to the questions

1. buying time to think (1/2)
2. buying time to think (2/2)
3. challenging the presenter or checking facts (1/3)
4. challenging the presenter or checking facts (2/3)
5. challenging the presenter or checking facts (3/3)
6. prompting or leading the presenter (1/3)
7. prompting or leading the presenter (2/3)
8. prompting or leading the presenter (3/3)
9. previewing the topic (1/2)
10. previewing the topic (2/2)



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 **LIVEWORKSHEETS**



Choose the most appropriate answer to continue these conversations/presentations

1. Is our employees' happiness important to us?
 - a. *(same speaker)* Yes, it's of absolutely paramount importance.
 - b. *(new speaker)* Yes, it's of absolutely paramount importance.
2. Can I check whether you feel valued at work?
 - a. Yes, you can. I don't, really.
 - b. In general, yes I do, mainly because I'm in a supportive team.
3. Why do you think the company has such high staff turnover?
 - a. I'm not sure – that's something we're trying to address.
 - b. Not a clue. What do you reckon?
4. Will the union be asking for a higher pay settlement this year?
 - a. When have they ever not?
 - b. Probably. And what will we do then?
5. And employees' productivity is the best it could be?
 - a. Well, these things can always be improved, but it's not far off.
 - b. No.
6. How can I put this?
 - a. You're fired.
 - b. Basically, as you know, we are having severe problems in terms of resources, and...