ACTIVITY 1:

Complete the dialogues below with the most appropriate phrase from the list.

1) A: "I think we should focus on the European market first."
B: "_____, I believe the Asian market offers more potential initially."

2) A: "The deadline for the project is next Friday."
B: "_____ that? Is that the final date?"

3) A: "I propose we allocate more budget to marketing."
B: "Yes, _____ that. Their last campaign was very successful."

4) A: "We need to decide on the next steps."
B: "_____, I think the main points are that we need to research the market and then create a detailed plan."

5) A: "I think we should hire two new team members."
B: "_____, perhaps we should consider hiring one initially and then assess the workload."

6) A: "The sales figures are showing a downward trend."
B: "_____, I think we need to investigate the reasons behind this."

LIVEWORKSHEETS

ACTIVITY 2:

Read each meeting scenario and choose the best response from the options provided, based on the function indicated in brackets

1) Scenario: Speaker A has just presented a new marketing strategy. You generally agree with it.
(Expressing Agreement)

2) Scenario: Speaker B has mentioned a complex technical term you don't understand.
(Asking for Clarification)

3) Scenario: The speaker has been talking for a while, and you have an important point to add.
(Interrupting Politely)

4) Scenario: The team is discussing different software options, and you have a suggestion.
(Making a Suggestion)

5) Scenario: Speaker C has just finished outlining the project timeline, and you want to ensure you've understood the key dates.
(Summarizing)

6) Scenario: Speaker D has expressed a strong opinion that you don't fully agree with.
(Disagreeing Politely)

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