

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."



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)

