Dialogue unit 9 Selling

Instructions: Complete the dialogue by filling in the blanks with the appropriate phrases from the box below. Use each phrase only once.

Phrases: I didn't catch that, I'm not with you, Could you be more specific?, What was the time of the meeting?, We're getting off the subject, We can come back to that later, We've covered everything, Can we move on to the next point?, Can we sum up what we've agreed today?, We're here today to discuss

Sarah: OK, can we start? 1. _____? John, can you tell us about the new project update?

John: Well, we've introduced a new process to speed up approvals. And it's working quite well.

Lisa: Sorry, 2. _____? Did you say a new process?

John: Yes, but sometimes it still takes a week or more.

Mark: Sorry, but 3. _____? How can it be faster if it sometimes takes so long?

John: Well, the important thing is that it's more efficient overall.

Sarah: 4. _____, John? How does the new process work exactly?

John: We have weekly check-ins after lunch and you update everyone on your progress.

Lisa: Sorry, 5. _____?

John: Usually after lunch, around 2 o'clock.

Anna: Why after lunch? People often seem tired then.

Sarah: I think 6. _____. Let's just focus on the process itself. If we have time, 7. _____.

(15 minutes later)

Sarah: OK, I think 8. _____ on the project update. 9. _____ on the agenda: new client feedback?

(20 minutes later)

Sarah: So, very quickly, 10. _____ today?

LIVEWORKSHEETS