



Business Communication unit 6

Instruction: Reorder the words to make **polite and professional sentences** commonly used in meetings and discussions.

1. could / you / clarify / please / that / point

2. don't / I / think / agree / I / with / that

3. would / it / be / possible / to / look / at / this / again

4. what / do / suggest / you / we / should / do

5. let's / move / on / next / the / to / item

6. as / far / I'm / concerned / as / this / is / risky

7. do / you / mind / explaining / that / in / more / detail

8. we / need / make / decision / to / a / today

9. I / sure / not / I'm / that / will / work

10. perhaps / could / consider / we / another / option