



## Business Communication unit 2

### Business communication

- 1** Complete the expressions with the words from the list.

*come in   like   get on to   come back   understand  
get   suppose   think   mention   keen on   talk*

- 1 So, let's \_\_\_\_\_ started. First, can we discuss ...?
- 2 Perhaps you'd like to \_\_\_\_\_ us through some of the issues, John.
- 3 You probably won't \_\_\_\_\_ this idea, but I think we should do some more research before ...
- 4 Would this be the right moment to \_\_\_\_\_ the contract details?
- 5 I'm sure you'll \_\_\_\_\_ the need to find the best possible candidate.
- 6 Can I suggest we \_\_\_\_\_ to this point about overtime later in the meeting?
- 7 I \_\_\_\_\_ so. But do you really \_\_\_\_\_ that will attract a better candidate?
- 8 I know you're not \_\_\_\_\_ Ana's suggestion, Matt, but we do need to consider it.
- 9 If I could just \_\_\_\_\_ here for a moment, Jan? How should we ensure ...?
- 10 I'll \_\_\_\_\_ the subject of pay scales in a moment.

- 2** Match each expression in **1** to categories a-f.

- a Involving people: \_\_\_\_\_
- b Disagreeing/Expressing reservation: \_\_\_\_\_
- c Managing the discussion: \_\_\_\_\_
- d Putting forward unpopular ideas: \_\_\_\_\_
- e Putting forward ideas you're confident about: \_\_\_\_\_
- f Asking permission to speak: \_\_\_\_\_