



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: _____