Speaking classes 2026: monthly review practice 🗣

1) Read the situation. Complete the response using ONE expression from the list. Each expression is used only once.

Expressions:

Keep me in the loop

Let's look at the bigger picture

This is still a work in progress

I see your point, but

We need to manage expectations

I'll get back to you on that

1) The client expects daily updates and immediate results, but your team cannot deliver that speed.

Response:
"I understand this is important for you. However,
_____ and agree on a realistic timeline."

2) Your manager asks if the presentation is finished, but you are still making final changes.

Response:
"Thanks for checking. _____, but I'll send the final version this afternoon."

3) A colleague suggests launching the product tomorrow, but you believe it's too risky.

Response:
"_____ the idea of launching quickly, but we may need more testing."

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4) The team is arguing about logo colors, but the real issue is declining sales.

Response:
"Before we decide on the design, _____ and focus on the sales strategy."

5) During a meeting, someone asks you for exact budget numbers and you don't have them.

Response:
"That's a good question. _____ after I confirm the numbers with finance."

6) You are not part of the project, but you want updates about its progress.

Response:
"It sounds interesting. Please _____ as the project develops."

2) Match each situation (A–F) with the correct expression (1–6).

Expressions:

1. There's room for improvement
2. This is not a top priority right now
3. One concern I have is
4. From my perspective
5. Let's take it step by step
6. We need to take this into account

A. You want to express a possible problem before approving a plan. ___
B. The results are acceptable but not excellent. ___
C. The task feels overwhelming and needs structure. ___

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D. You want to give your professional opinion. ___
E. The team is focusing on something less urgent. ___
F. You want to remind others to consider an important factor. ___

3) Choose the correct expression to complete the sentence

Expressions:

1. Have we considered
2. Maybe we could try
3. Let's touch base
4. There's room for improvement
5. We need to manage expectations
6. I'm not sure that's the best approach

1) The results are good, but they are not excellent.

→ _____ in customer response time.

2) You want to suggest an alternative solution in a meeting.

→ _____ a pilot version instead?

3) You want to reconnect next week to review progress.

→ _____ next Monday to review this.

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4) The client's expectations are unrealistic.

→ _____ before we promise that deadline.

5) You want to question a decision respectfully.

→ _____.

6) You want to introduce a strategic factor that nobody mentioned.

→ _____ the long-term costs?

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