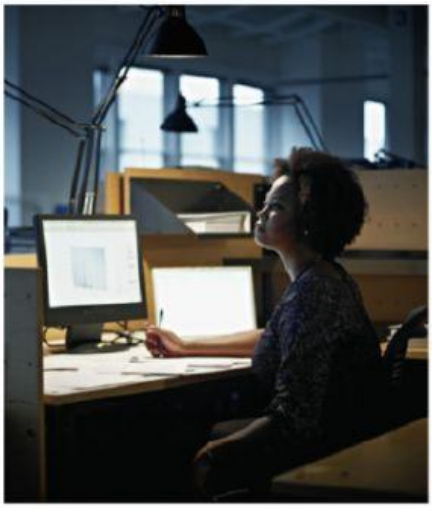
Practically speaking | How to say 'yes'



1 When your boss or colleagues ask you to do something, do you always say 'yes'? How difficult is it to say 'no'?

2 ▶2.2 Listen to four conversations. Match each conversation to the requests in a–d.

Conversation 1: ___	a	to work late
Conversation 2: ___	b	to do some paid overtime
Conversation 3: ___	c	to take a day off next week
Conversation 4: ___	d	to work during the lunch break

3 ▶2.2 Each person answers 'yes' in different ways. Listen again and match these answers to requests a–d.

1 Yes, absolutely! ___
2 Yes, no problem. ___
3 Yes, I suppose so. ___
4 Yes, sure. ___

4 Which response in 3 is less positive? In which situations and with whom would you normally use this response?

5 Work with a partner. Practise these conversations by making the request and answering 'yes' in different ways.

- A manager asks you to work this weekend and offers a bonus.
- A manager asks you to work on your day off. Three other employees are off sick today so they need help.
- A colleague asks you to help him during the lunch break.
- A manager asks you to work late this evening because no one else is available to help.

Better Ways to Say Yes, No, Maybe, and I Can't in English

Talking point - Corridor Conversations

LIVEWORKSHEETS

1

A Hi. You know a few people are [redacted] this week. Well, it means we're [redacted] with some of the [redacted] Would you be [redacted] doing some [redacted] this weekend? It'd be paid of course.

B Yes, [redacted]! What time do you [redacted] here?

2

A Hi. Sorry to [redacted] your lunch break, but can you find this [redacted] me? We were [redacted] to deliver it [redacted] but I think there was a [redacted]

B Yes, sure.

A Thanks. [redacted] your sandwich first, [redacted]

3

A Hi. Can you help me with [redacted]? I know you're [redacted] go home but this [redacted] just came in and the other driver [redacted] Can you deliver it [redacted] home?

B Well, I'm [redacted] going out this evening but … OK … Yes, I [redacted]

A Thanks. I really [redacted] it.

4

A Hi. I know you have the [redacted] tomorrow, but I've [redacted] a small [redacted]. I've given the day off to Mark [redacted]. There's a big delivery tomorrow, so we need someone here. I asked Mark but he's [redacted] to take his children somewhere. Could you take your day off next week [redacted]?

B Yes, no problem.

A Thanks. That really [redacted] Let [redacted] which day you want to take off instead.

LIVEWORKSHEETS