Small talk phrases

1. Complete these small talk questions by choosing the best form for each verb in brackets.

Asking about current projects:
1. What ___ you ___ on at the moment?
2. How ___ it ___ (go) with your new assistant?
3. ___ you ___ (make) any progress with your big project?

Asking about recent events:
4. How ___ your presentation ___ (go) last week?
5. How ___ (be) your business trip? When ___ you ___ (get) back?

Asking about news:
6. What's new?
7. ___ you ___ (hear) back from that potential big customer yet?
8. What ___ you ___ (be) up to in your department?

Asking about plans and predictions
9. When do you think they ___ finally ___ (sign) the contract?
10. ___ you ___ (go) to the conference this weekend?

2. Now match the questions (1–10) above with the answers (a–j) below.

a. A little, but it's very slow. We're still tied up with the financing side of things, so it doesn't feel like we're getting anywhere.
b. Absolutely! I'm giving a presentation! I'm really nervous about it, actually.
c. Ah, nothing, really. Nothing ever changes! Busy as usual.
d. It was useful, but really exhausting. I just got back on Tuesday, so I'm still trying to get back on top of my inbox. But I'm glad I went. I made a few potentially useful contacts.
e. Next week, hopefully, but they're still not happy with our service charges, so it might still all fall through.
f. Not bad, actually. He's on a steep learning curve, but he's trying hard, and he's got a lot of potential.
g. Really well. We had a good turn-out, and some people said nice things about it. Whether anyone actually buys the product as a result is another question!
h. We're about to start working on the new marketing plan. It's not due to be launched for another two months, but it takes a really long time to get ready.
i. We've been really busy preparing for next week's quality inspection. We're nearly ready, but there are still a few big jobs to finish.
j. Yes, they emailed us this morning with an order for 500 units, so it looks like it's all going ahead. Very exciting.

LIVEWORKSHEETS