Language at work

1 Complete 1–10 with the correct form of *can* or *be able to*. Sometimes more than one answer is possible.

1 Do you think you _____ come to the launch party next week?
2 We may _____ offer you a slightly better discount – I'll try my best.
3 So far I _____ (not) get in touch with her, but I'll keep trying.
4 As far as I _____ see, you have a valid complaint.
5 Do you know if Amanda _____ speak Spanish?
6 Do you think you will _____ finish on time, or will you need a few more days?
7 I'm afraid I _____ (not) come to the meeting next week.
8 We'll need an interpreter because I _____ (not) speak Chinese.
9 _____ (she) finish that report yet?
10 I _____ understand your worries, but I think we should take the risk.

2 Choose the correct words in *italics*.

1 A Did the hotel have a good view of the mountains?
B Yes, I *could / was able to* see Mont Blanc from my room.
2 A When I got to the office, I was locked out.
B How *could you / were you able to* get in?
3 A So what happened when you missed the plane?
B Luckily I *could / was able to* take another flight.
4 A Did she complain to you, too?
B Yes she did, but I *couldn't / wasn't able to* understand what the problem was.
5 A If the safe was locked, how *could you / were you able to* get the documents out?
B One of the managers had a spare key.
6 A What did you think when you heard Jan had been promoted?
B Well, at first I *couldn't / wasn't able to* believe it.
7 A Did you renegotiate the contract?
B Yes, we *could / were able to* obtain a slightly better deal.
8 A *Could you / Were you able to* contact Katie?
B No, not yet, but I'll call again later.

LIVEWORKSHEETS