Business communication

1 Complete the second sentences so that they have the same meaning as the first sentences.

1 I'm not sure it's a good idea to do this.
I have a few reservations
_____*about doing this*_____.

2 How about changing the colour?
Why don't we _____?

3 Let's ask them to make a better offer.
I think we should consider
_____.

4 I don't think we'll be able to convince them of our proposals.
It might prove _____.

5 Perhaps we could provide some chairs.
Couldn't _____?

6 We could always have music in the factory.
Have you thought about
_____?

7 Do you mind if I don't come?
I'd rather _____.

8 I'd recommend looking at this again tomorrow morning.
I'd recommend that _____.

2 Complete the missing words in the conversations.

1 A What do you think of this idea?
B Great. I *really* *like* it.

2 A It seems like a bad plan to me.
B No! It's a g_____ i_____.

3 A Maybe we should change the office round so that everyone shares desks.
B Sorry, but I don't think that w_____ w_____.

4 A This new system seems slower than the old one.
B I agree. Replacing the old one m_____ p_____ to be a bad idea!

5 A These new meeting rooms are very large but I don't like the colour.
B We c_____ a_____ repaint them.

6 A Let's cancel the order for new desks.
B Yes, I like the old ones. B_____, we can't really afford them.

LIVEWORKSHEETS