

A BUSY DAY AT WORK

NAME:

DATE:



Instructions: Complete the dialogues ordering the questions hidden.

1

Employee: Excuse me, can I leave early today? (today?/I/early/can/leave) I have an appointment with the doctor.

Boss: Sure, go ahead. Just make sure to finish your work before you leave.

2

Team Member: (briefly/we/ tomorrow/Can/ meet) to discuss the new project? I think it would be helpful to clarify some details.

Boss: Absolutely. Let's schedule it for 10 AM.

3

Employee: (quick/ for a/ Can/I/ my phone/ use / call?) I need to confirm something with a client.

Boss: Of course. Just keep it brief and make sure it doesn't disturb anyone else.

4

Employee: (I/ my/ a little early/ lunch break/ take/ today?/ Can) I have a doctor's appointment after work.

Boss: Sure, go ahead. Just make sure to let your team know.

5

Employee: (I/ dress/ more /client meeting/ formally/ tomorrow?/ Can) I want to make a good impression.

Boss: Absolutely. That's a great idea.

6

Employee: (take/ to talk/ Can/ a few minutes/ about / to my coworker/ the project?) I have a few questions.

Boss: Sure. Just try not to disturb anyone else.