

Complete the conversation with the correct phrases.

A. I hear you're working on the new marketing campaign.

B. Yes, it's a big project.

A. *(React positively)* _____ So, when's the launch date?

B. *(Ask for clarification)* _____ .

A. Oh, I asked about the launch date.

B. *(Change the topic)* _____ did you hear about the company retreat?

Note: the "correct" answers are simply suggested ones.



FINE & FLOW

www.fineandflow.com

 **LIVEWORKSHEETS**



Match the phrases to their functions.

1. By the way, have you finished the report?
2. Sorry, could you say that again?
3. I agree! That's a great idea.
4. What do you mean by 'optimization'?
5. Before I forget, let's talk about the new budget.
6. Oh, that reminds me, we should check the timeline.
7. Really? That's surprising!