

ACTIVITY 1:

Match each beginning with the correct purpose. Think about what people do at work—and why!

- 1) I write emails
- 2) She schedules a meeting
- 3) We go to the office early
- 4) He calls the client
- 5) They meet with the manager
- 6) I bring a notebook to the meeting
- 7) We stay after work
- 8) The assistant checks the calendar



ACTIVITY 2:

Complete each sentence with the correct infinitive of purpose. Use the verbs in the box.

watch – learn – discuss – improve –
speak – organize – remember – confirm

- 1) I take notes _____ the important points.
- 2) She practices English _____ clearly in meetings.
- 3) We meet every week _____ the team's progress.
- 4) They use the app _____ their schedule.
- 5) I ask questions _____ more.
- 6) He studies Business English _____ his communication.
- 7) We watch the video _____ what to do.
- 8) You email the client _____ the details.

