

# ACTIVITY 1:

Choose the best phrase to complete the situation.

1) 🖌 Instance 1: You're giving advice to a colleague who's stressed.

\_\_\_\_\_ I'd talk to the team lead.

2) 🖌 Instance 2: You're politely asking a manager for feedback via email.

\_\_\_\_\_ to review the proposal, we'd appreciate your opinion.

3) 🖌 Instance 3: Explaining why your team missed a deadline.

\_\_\_\_\_ We would have finished on time \_\_\_\_\_ the tech issue.

4) 🖌 Instance 4: Your coworker regrets not preparing for a presentation.

\_\_\_\_\_ I'd rehearsed more!

5) 🖌 Instance 5: You're advising someone who's thinking of quitting their job.

\_\_\_\_\_ I'd wait until the bonus is paid.

6) 🖌 Instance 6: You're explaining why a task is delayed.

\_\_\_\_\_ If it weren't for the late delivery, \_\_\_\_\_



# ACTIVITY 2:

Match each sentence to the speaker's intention:  
Advice, Regret, Polite Request, or Explanation.

- 1)  If I were you, I'd speak to HR.
- 2)  If only we had checked the numbers earlier...
- 3)  If it weren't for the time difference, we could schedule it today.
- 4)  If you happened to have the file handy, could you share it?
- 5)  If I were in your shoes, I'd clarify that by email.
- 6)  If it weren't for the client's feedback, we would've signed already.
- 7)  If only I'd saved a backup!

