

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!

