

ACTIVITY 1:

Fill in the blank with the correct phrase:

SPEAKING OF... / BY THE WAY...

BEFORE WE MOVE ON... / THAT REMINDS ME...

- 1) A: We need to finish the report today.
B: _____, have you checked the new figures from Marketing?

- 2) A: The client was happy with our proposal.
B: _____, do we know the date of the next meeting?

- 3) A: Our office internet is very slow.
B: _____ the IT budget, are we going to upgrade the system this year?

- 4) A: We've reviewed the agenda.
B: _____, let's decide who will present each part.

- 5) A: I sent the contract yesterday.
B: _____, have we heard back from the legal team yet?



ACTIVITY 2:

Rewrite the sentences using one of today's polite topic-changing phrases.

- 1) Let's talk about the sales figures now.

- 2) I want to ask you something else: did the supplier reply?

- 3) We're discussing budgets. Now let's talk about training.

- 4) I want to move to another point: the new interns.

- 5) Stop. Let's check the schedule for tomorrow.

- 6) We finished with this point. Next: office renovations.

