ACTIVITY 1:

Match a proposal with the correct diplomatic reaction.

1) Let's postpone payment until next month.

2) How about reducing the team size to save costs?

3) We could extend the partnership for one more year.

4) We'd like to remove the post-project support.

5) We can deliver two weeks earlier.

6) Could we skip the training session?

7) We'll include the upgraded service package.

LIVEWORKSHEETS

ACTIVITY 2:

Fill in the gaps with the most suitable checking expressions.

1) We can postpone the launch until next quarter.
→ _____ (check if that's feasible)

2) We'll keep the same budget, but reduce the scope slightly. → _____
(check if aligned with expectations)

3) The new schedule will require some overtime.
→ _____
(confirm achievability)

4) We'll include one extra meeting for follow-up.
→ _____
(ask politely if that suits them)

5) We could merge the two smaller teams.
→ _____
(ensure mutual understanding)

6) We plan to use the new supplier starting next month.
→ _____
(check for agreement)

7) We can issue the invoice earlier.
→ _____
(verify comfort or approval)

LIVEWORKSHEETS