



Business Communication unit 2

Business communication

- 1** Complete the expressions with the words from the list.
- come in like get on to come back understand
get suppose think mention keen on talk*
- 1 So, let's _____ started. First, can we discuss ...?
 - 2 Perhaps you'd like to _____ us through some of the issues, John.
 - 3 You probably won't _____ this idea, but I think we should do some more research before ...
 - 4 Would this be the right moment to _____ the contract details?
 - 5 I'm sure you'll _____ the need to find the best possible candidate.
 - 6 Can I suggest we _____ to this point about overtime later in the meeting?
 - 7 I _____ so. But do you really _____ that will attract a better candidate?
 - 8 I know you're not _____ Ana's suggestion, Matt, but we do need to consider it.
 - 9 If I could just _____ here for a moment, Jan? How should we ensure ...?
 - 10 I'll _____ the subject of pay scales in a moment.
- 2** Match each expression in **1** to categories a-f.
- a Involving people: _____
 - b Disagreeing/Expressing reservation: _____
 - c Managing the discussion: _____
 - d Putting forward unpopular ideas: _____
 - e Putting forward ideas you're confident about: _____
 - f Asking permission to speak: _____