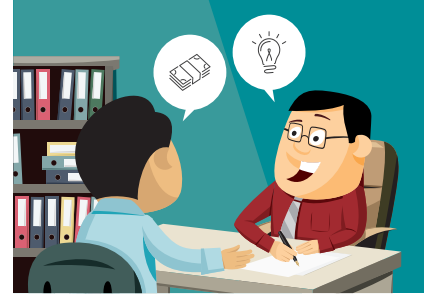
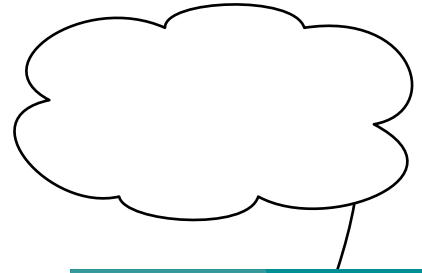
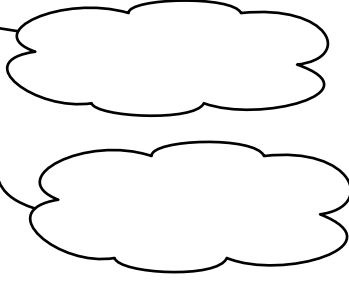


Speaking skills worksheet: office conversations

Complete the speech bubbles with your own ideas.



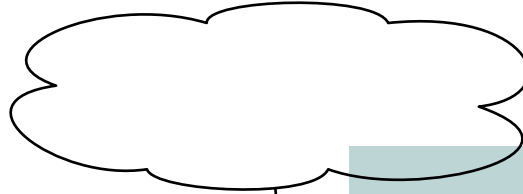
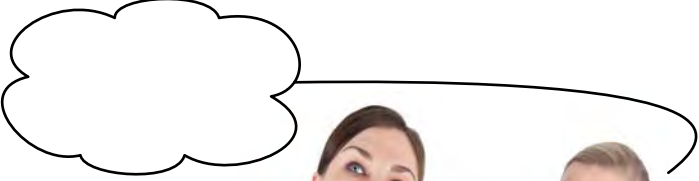
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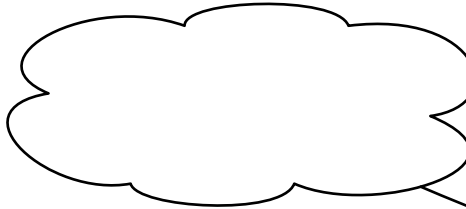
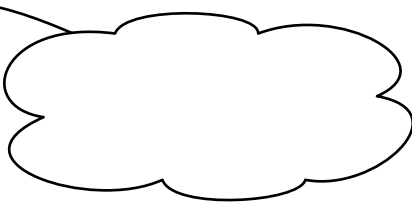
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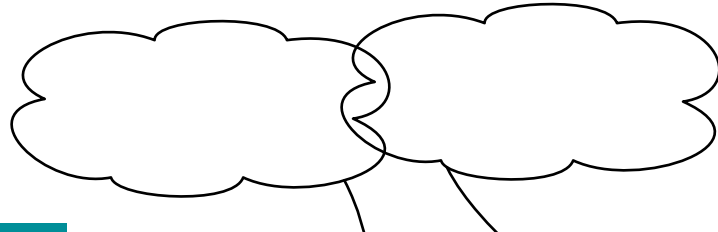
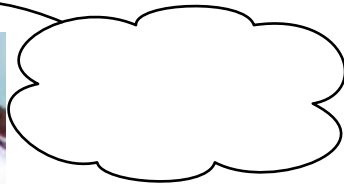
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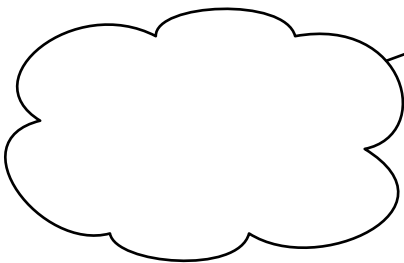
7



6



8



9

Possible answers

1.

A: I think that Plan A is the best

B: Oh no. That won't work. Plan B is much better.

2.

A: I have this great idea for a new smartphone.

(B: I love that idea. I want to invest in your new product.)

3:

A: Excuse me, I have an urgent message. Could I speak to you briefly?

Or

A: Could I interrupt you for a moment?

4.

A: Mmmm. You only worked at your last job for a year. Why did you leave?

5.

A: Hi, I'm John. I think we'll be working together.

6.

A: Well, everyone, you're all getting a big bonus this year.

7.

A: I'm so sorry. I know. I've made many mistakes.

8.

A: Yes, I'm signing the contract right now.

9.

A: Does anyone know how we can solve this problem?

B: Yes. I have an idea.