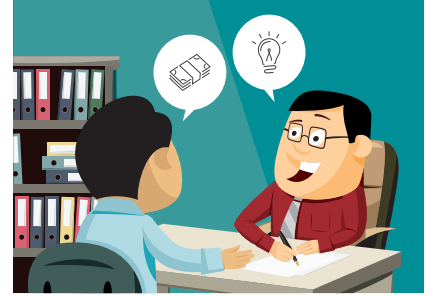
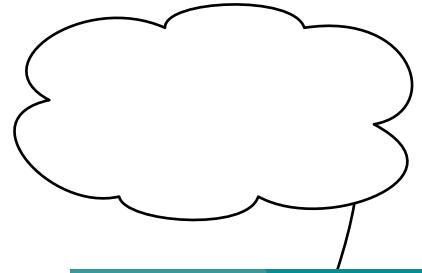
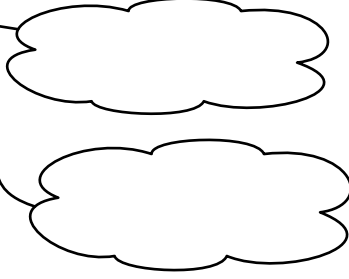


Speaking skills worksheet: office conversations

Complete the speech bubbles with your own ideas.



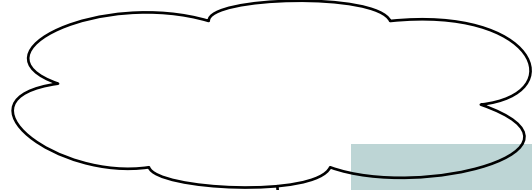
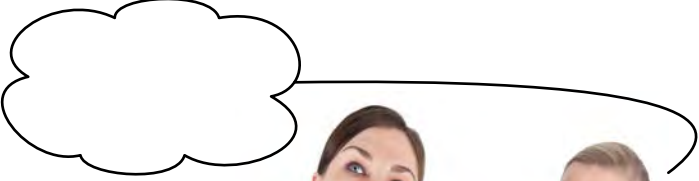
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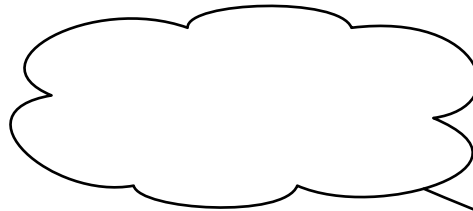
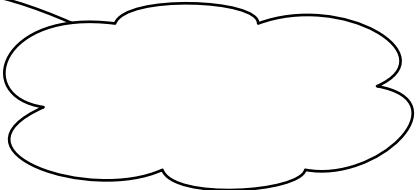
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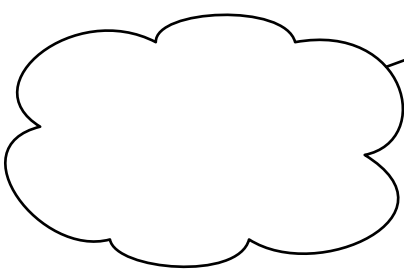
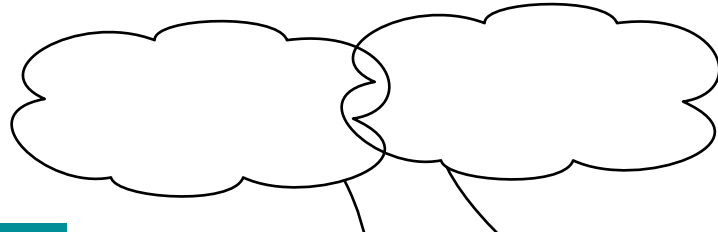
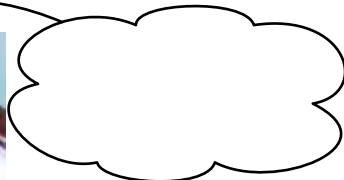
5



7



6



8



9

Office conversations

Number 1

I think that Plan A, is the best!

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

Number 2

I have this great idea, for a new smartphone.

I love your work. I want to invest in your new product.

Number 3

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

I'm on the phone. Please wait a moment

Number 4

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

Oh.... I got laid off, during the coronavirus.

Number 5

Hi, I'm Jason. I think we'll be working together.

Nice to meet you Jason. I'm Charlotte, and this is Sophia.

Number 6

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

Hooray!

Fantastic!

Number 7

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

That's not good enough!

You're letting down the team.

We're going to lose a lot of money.

Number 8

Have we made a deal?

Yes, I'm signing the contract right now.

Number 9

Does anyone know how we can solve this problem?

Yes. I have an idea. We can brainstorm some solutions.