EWS-WS-OFF-FREE01 | Separate answer and model guide

Worksheet 1 - Answers

Adults - A2/B2 practical communication

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Open tasks: models show one possible response. Accept other accurate, relevant answers.

Page 1: Prepare useful language

1. Could you confirm whether the revised deadline is Thursday at noon?
2. The meeting has moved to the ground-floor training room. May I show you the way?
3. The delivery has been delayed. We are checking the arrival time and will update you when it is confirmed.
4. Could you send the order number and describe which item is missing?

Page 2: Practise with a partner

1. Please send the completed visitor list to reception by 3 p.m. today.
2. Could you check the date on your form? It does not match the booking record.
3. We are checking the delivery date and will confirm it as soon as the carrier responds.
4. To confirm, I will send the revised schedule today, and you will check the visitor names. Is that correct?