Prepare useful language

Adults - A2/B2 practical communication

Name: _____ Date: _____

Understand the idea

Think about your listener and purpose. Use clear words, meaningful pauses and a relevant example.

Example: Make a polite request: Could you help me, please?

Clear messages at work. Say your response first, then note useful words. Use your own truthful details or clearly identified pretend roles.

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Try it yourself

1. Ask a colleague to confirm a revised deadline.

2. Tell a visitor politely that a room has changed.

3. Explain a delay without inventing a guarantee.

4. Ask for the information needed to solve a problem.

Practise with a partner

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Understand the idea

Think about your listener and purpose. Use clear words, meaningful pauses and a relevant example.
Example: Make a polite request: Could you help me, please?
Complete the exchanges or planning activities. Try the complete response aloud. Use a polite, clear voice.
වැඩිහිටියෙකුගේ සහාය ඇතිව ක්‍රියාකාරකම් කර පිළිතුරු හඬ නඟා කියන්න.

Try it yourself

1. Context: The completed visitor list must reach reception by 3 p.m. today. Rewrite clearly: Please do the needful ASAP.

2. Context: The date on the form does not match the booking record. Rewrite politely: Your form is wrong.

3. Rewrite cautiously: Your order will definitely arrive tomorrow, but nobody has confirmed it.

4. Close a call by checking the action and owner.