EWS Academy

English with a Smile

Learn • Practice • Glow • Smile

Business English | Worksheet 2

Beginner practice | Agreeing on delivery

Watch a lesson in your level playlist. Pause, repeat, then complete this page. Check the separate answers afterwards.

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1. Choose a suitable opening for this situation: Agreeing on delivery. A: Could we agree on a delivery date? B: Go away. C: I will not listen.

2. Fill the gap. The price includes delivery, ___ it does not include installation. Use: but / under / across

3. Put these words in order: Tuesday / next / deliver / can / We

4. Make this message polite: “Your price is too high.”

5. Ask for a lower price and offer a fair reason. Use short, simple sentences.

Speak your answers aloud. Clear meaning matters more than speed.

English with a Smile Academy | Koswatte, Battaramulla

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Extra 3 / 6 / 10 / 10+ sets with answers: charges apply.

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Business English | Worksheet 2

Intermediate practice | Agreeing on delivery

Watch a lesson in your level playlist. Pause, repeat, then complete this page. Check the separate answers afterwards.

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1. Write one sentence before and one sentence after this line: “Could we agree on a delivery date?”

2. Complete and extend this sentence with a useful detail: The price includes delivery, ___ it does not include installation.

3. Explain the meaning of this line in simple English: “We can deliver next Tuesday.”

4. Rewrite “Your price is too high.” politely. Add one reason.

5. Ask for a lower price and offer a fair reason. Add a reason or a follow-up question.

Speak your answers aloud. Clear meaning matters more than speed.

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Business English | Worksheet 2

Advanced practice | Agreeing on delivery

Watch a lesson in your level playlist. Pause, repeat, then complete this page. Check the separate answers afterwards.

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1. Adapt “Could we agree on a delivery date?” for a formal situation. Say who you are speaking to.

2. Expand “We can deliver next Tuesday.” into two connected sentences. Add a practical next step.

3. Explain why “Your price is too high.” could cause a problem. Then write a fairer alternative.

4. Write a follow-up question about “Agreeing on delivery”. Explain how it helps the conversation.

5. Ask for a lower price and offer a fair reason. Add one possible difficulty and a calm response. Use clear English.

Speak your answers aloud. Clear meaning matters more than speed.