Office English | Answers 1

Beginner practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. A: Could you help me with this file?

2. by

3. I will check the figures today.

4. Possible answer: Could you help me with this part of the task?

5. Model: I have entered the figures. Could you check the total with me? I would like to understand the mistake.

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.

Office English | Answers 1

Intermediate practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. Possible response: Good morning. Could you help me with this file? Thank you for your time.

2. Please send the report by email. Accept any relevant extra detail.

3. Possible meaning: I plan to check the numbers today.

4. Possible response: Could you help me with this part of the task? Accept any sensible supporting reason.

5. Model: I have entered the figures. Could you check the total with me? I would like to understand the mistake.

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.

Office English | Answers 1

Advanced practice

Complete the worksheet first. These are model answers; other natural, relevant answers may also be correct.

1. Audience: a new professional contact. Possible wording: Good morning, Ms Perera. Could you help me with this file?

2. Possible response: I will check the figures today. Please let me know if you need more information.

3. It may sound rude, intrusive or unhelpful. Possible alternative: Could you help me with this part of the task?

4. Possible question: Which part would you like me to check? It helps me understand the person or agree on the next step.

5. Model: I have entered the figures. Could you check the total with me? I would like to understand the mistake. Possible difficulty: a listener is unsure. Calm response: Let me explain that another way.

Self-check: Is my meaning clear? Did I use full sentences? Is my language polite? Read your answer aloud and try again.