Office English | Answers 2

Beginner practice

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

1. A: Could we discuss the deadline?

2. because

3. I can send the draft tomorrow.

4. Possible answer: Could we discuss a realistic deadline?

5. Model: The final figures are not ready. I can send a draft today and the full report tomorrow. Would that work for you?

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

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Intermediate practice

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

1. Possible response: Good morning. Could we discuss the deadline? Thank you for your time.

2. I need one more day because the figures are not ready. Accept any relevant extra detail.

3. Possible meaning: I am able to send an early version the next day.

4. Possible response: Could we discuss a realistic deadline? Accept any sensible supporting reason.

5. Model: The final figures are not ready. I can send a draft today and the full report tomorrow. Would that work for you?

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

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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 we discuss the deadline?

2. Possible response: I can send the draft tomorrow. Please let me know if you need more information.

3. It may sound rude, intrusive or unhelpful. Possible alternative: Could we discuss a realistic deadline?

4. Possible question: When will the final figures be ready? It helps me understand the person or agree on the next step.

5. Model: The final figures are not ready. I can send a draft today and the full report tomorrow. Would that work for you? 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.