EWS Academy

English with a Smile

Learn • Practice • Glow • Smile

Office English | Worksheet 1

Beginner practice | Asking a colleague for help

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: Asking a colleague for help. A: Could you help me with this file? B: Go away. C: I will not listen.

2. Fill the gap. Please send the report ___ email. Use: by / under / across

3. Put these words in order: today / figures / the / check / will / I

4. Make this message polite: “Do my work for me.”

5. Ask for help while showing what you have already tried. 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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Intermediate practice | Asking a colleague for help

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1. Write one sentence before and one sentence after this line: “Could you help me with this file?”

2. Complete and extend this sentence with a useful detail: Please send the report ___ email.

3. Explain the meaning of this line in simple English: “I will check the figures today.”

4. Rewrite “Do my work for me.” politely. Add one reason.

5. Ask for help while showing what you have already tried. Add a reason or a follow-up question.

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

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Office English | Worksheet 1

Advanced practice | Asking a colleague for help

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 you help me with this file?” for a formal situation. Say who you are speaking to.

2. Expand “I will check the figures today.” into two connected sentences. Add a practical next step.

3. Explain why “Do my work for me.” could cause a problem. Then write a fairer alternative.

4. Write a follow-up question about “Asking a colleague for help”. Explain how it helps the conversation.

5. Ask for help while showing what you have already tried. Add one possible difficulty and a calm response. Use clear English.

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