EWS Academy

English with a Smile

Learn • Practice • Glow • Smile

Office English | Worksheet 2

Beginner practice | Changing a deadline

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: Changing a deadline. A: Could we discuss the deadline? B: Go away. C: I will not listen.

2. Fill the gap. I need one more day ___ the figures are not ready. Use: because / under / across

3. Put these words in order: tomorrow / draft / the / send / can / I

4. Make this message polite: “I cannot do it.”

5. Explain a delay, offer a new time and ask for agreement. Use short, simple sentences.

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

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

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Intermediate practice | Changing a deadline

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 discuss the deadline?”

2. Complete and extend this sentence with a useful detail: I need one more day ___ the figures are not ready.

3. Explain the meaning of this line in simple English: “I can send the draft tomorrow.”

4. Rewrite “I cannot do it.” politely. Add one reason.

5. Explain a delay, offer a new time and ask for agreement. Add a reason or a follow-up question.

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

Office English | Worksheet 2

Advanced practice | Changing a deadline

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 discuss the deadline?” for a formal situation. Say who you are speaking to.

2. Expand “I can send the draft tomorrow.” into two connected sentences. Add a practical next step.

3. Explain why “I cannot do it.” could cause a problem. Then write a fairer alternative.

4. Write a follow-up question about “Changing a deadline”. Explain how it helps the conversation.

5. Explain a delay, offer a new time and ask for agreement. Add one possible difficulty and a calm response. Use clear English.

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