



Making an Announcement

Business > Intermediate 6



Exercise 1 – Reading

Read the dialogue aloud with your tutor and check your understanding.

Mr. Philips: Listen up, everyone! I have an important announcement to make. I am pleased to tell you that, due to the expansion of our business, we will be moving to a new office!

Laura: Yay! That's great news!

Nina: Where are we moving to?

James: And when?

Mr. Philips: One question at a time, please. We are moving into a bigger office, not far from here. It's just a couple of blocks away.

James: And when are we going to move there?

Mr. Philips: We've just heard from upstairs that we should start moving right away. It turns out that the space is ready so we can move in immediately. We should try to settle in by the end of the week.



James: So, we should start packing our things now?

Mr. Philips: Yes. Please drop whatever you are doing and let's start packing. And, as soon as you get everything ready, you're free to take the rest of the day off!

Laura: Now, that sounds like an incentive!

Check your understanding:

1. What is the reason they are moving into a new office?
2. When and where will they be moving to?
3. What did Mr. Philips say to the employees in order to make them finish packing as fast as possible?



Exercise 2 – Learning

Useful Expressions

- Listen up, everyone!
- I have an important announcement to make.
- I am pleased to tell you that...
- I am happy to inform you that...
- It gives me great pleasure to announce that...
- We are excited/delighted to announce that...
- Drop whatever you are doing.
- We've just heard from upstairs that...
- It turned out that...



Exercise 3 – Role Play

Take turns with your tutor and act out the scene described below.

Scene: You work in a trading company and you have just heard that your team broke the company's sales record. Make an announcement to your teammates, ask them to stop what they are doing, and invite them for a drink. Your teacher will act as one of your teammates.



Exercise 4 – Discussion

Discuss the following questions with your tutor.

1. Have you ever made an announcement at work? If so, what was it about?
2. Do you think it is important to share the company's accomplishments with all the employees? Why?
3. How is success usually celebrated in your company?