

# Small talk

COMMUNICATION

LEVEL  
Beginner

NUMBER  
EN\_BE\_1242X

LANGUAGE  
English





## Goals

- Can recognise and understand some basic phrases and topics to make small talk at work in the UK
- Can use new vocabulary to make simple small talk with colleagues about appropriate topics







## Preview and warm-up

- In this lesson, you will learn how to **make small talk** with your **work colleagues**.



**What's the weather like** in Berlin at the moment?

## Small talk

When you have a **business meeting** or you are talking to your **work colleagues**, you often **make small talk**. **Small talk** is often about the **weather**, **work** and **free time**.



Hi John, how are you?

## What's the weather like?

You can always talk about the **weather** with your **colleagues**.  
If they work in a **different place**, ask about the **weather there**.  
If you work together, talk about the weather you are **having now**.



Hi Barry! **What's the weather like** in London at the moment?

## Talking about the weather

Here are some **phrases** to use when you are talking about the **weather**.



It's **raining** a lot in London at the moment.



It's **warm** and **sunny** today – I'm really happy.



## Vocabulary review

**weather**

**sunny**

**cloudy**

**it is raining**

**it is snowing**

**warm**

**cold**

**windy**







## Sentences



What's the **weather** like?

It's **sunny**.



It's **cloudy**.

It is **raining**.





## Sentences



It is snowing.



It's cold.

It's very warm.



It's windy.





## Speaking

What's the weather like?





## Dialogue

Fill in the gaps to complete the dialogue.



What's the \_\_\_\_\_ like in Tokyo at the moment?

\_\_\_\_\_ very cold and it is raining a lot.



Oh no! I'm happy \_\_\_\_\_ sunny here.



## Speaking

**Ask your partner about the weather in their city at the moment. Reply to each other.**



## Talking about work

With your **colleagues** or your **clients**, you can talk about **work**.



How is work?



What are you doing at work this week?



## Sentences



**How is work?** It's good this week, thanks.

**What are you doing this week?** We have a lot of meetings.



**Do you have a lot of work this month?**  
Yes! It's a good month.

## At a meeting

**At a meeting** with your **clients** or **colleagues**, you can **ask** if they want something to **eat** or **drink**.



**Would you like something to drink?**





## Sentences



**Would you like** a cup of coffee?

**Would you like** something to eat? We have some pastries.



**Do you like** orange juice?

**Do you like** pastries? We have some croissants here.





## Fill in the gaps

Fill in the gaps to complete the questions.

like

work

Would

doing

1. How is \_\_\_\_\_?
2. What are you \_\_\_\_\_ at work this week?
3. \_\_\_\_\_ you like a cup of tea?
4. Do you \_\_\_\_\_ coffee?





## Dialogue

**Practise the dialogue with your partner.**



Good morning Ellen. How is work this week?

It's good thanks. And what are you doing at work this week?



I am giving a presentation on Friday.

Good luck!





## Role play

**Now practise a similar dialogue with your partner. Tell them what you are doing this week.**



**Student A: Ask student B what they are doing at work.**



**Student B: Tell student A how work is and what you are doing.**



## Speaking

You are at a **meeting**.  
Practise asking your partner if  
they **would like** something to  
**eat** or **drink**.



## Free time

You can ask your **colleagues** and **clients** about what they do in their **free time**.

If you **know someone well** in the UK, you can ask about their **family**.

**Don't** ask someone you **don't know** about their family – in some cultures it is **not polite**.



What do you do in your free time?



## Free time activities

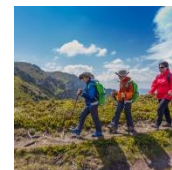
football

Do you like **football**?



to hike

Do you like **hiking**?



to cook

Do you **cook**?



to read a book

Are you **reading a** good **book** at the moment?



to swim

Do you like **swimming**?



How is your family?

This is a **polite** way to ask about someone's **family**.



How is your family?





## Sentences



**How is your family?** My family is well, thanks.

**Do you like football?** Yes, I really like it.



**Do you cook?** No, I don't like cooking.



## Speaking

What do you do in your free time?



I like...

I don't like...



## Fill in the gaps

sunny

having

a lot

family



work

well

Hi Ben, it's nice to see you again. How is your  
\_\_\_\_\_?

My family is fine. It's very \_\_\_\_\_ today – I like it.

I have \_\_\_\_\_ of work! What are you doing at work  
this week?

Well, good luck! See you soon.

My family's \_\_\_\_\_ thanks. And yours?

Yes, the weather's good. How is \_\_\_\_\_ this week?

I'm \_\_\_\_\_ a meeting with my boss today.



## Fill in the gaps in the dialogue



**it's raining**

Good morning Ms Sato, my name's Tom. Welcome to our city. Where are you \_\_\_\_\_ in Japan?

**free**

What's the \_\_\_\_\_ like in Tokyo at the moment?

**reading**

Oh dear. What do you do in your \_\_\_\_\_ time in Tokyo?

**weather**

I like \_\_\_\_\_ books in my free time.

Thank you. \_\_\_\_\_ from Tokyo.

**cooking**

It's hot and \_\_\_\_\_.

**from**

I like \_\_\_\_\_ in the evening. What do you do?

**I'm**



## Speaking

**Practise small talk with your classmates. Talk to different people if you can. Ask questions and give answers.**





## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no

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## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again



## Answer key

### Exercise p. 12

weather, It's/It is, it's/it is

### Exercise p. 18

1. work, 2. doing, 3. Would, 4. like

### Exercise p. 27

family, well, sunny, work, lot, having

### Exercise p. 28

from, I'm, weather, it's raining, free, cooking, reading







## Matching

1. How's the...

a. doing at work this week?

2. How is...

b. sunny.

3. How's your...

c. hiking.

4. What are you...

d. work this week?

5. I like...

e. family?

6. It's warm and...

f. weather in London?



free time

weather

work

family

## Do you like...?

## How's...?

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## Homework answer key

### Exercise p. 34

1. F, 2. D, 3. E, 4. A, 5. C, 6. B



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