

HOW TO

start a conversation at work

Free mini e-book



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HOW TO

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#1

Have you got a minute?

Hey Lucy,
have you got
a minute?

Yes, of course.
What's up?

This is a great way to ask
someone if they have time to
talk about something.

Another way to say this is....
Do you have a moment?

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#2

Could I have a word?

Yuko, could
I have a word?

Sure thing. I think
the boardroom is free,
shall we go there?

This is a polite way to ask someone if they are free to talk, usually in private.

We often add 'quick' or 'quiet' into the sentence
e.g. 'Could I have a quick word with you?'

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#3

Can I get your help with something?

Can I get
your help
with something Dan?

Sure, what can
I do?

If you want to get someone's help/advice or opinion on something, you can use this question as a way to ask them.

Can I get your advice about something?
Can I get your opinion on something?

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Developing conversation

Let's look at how to respond naturally to this question.

Hi Kitty,
have you got
a minute?

Yes

No

Yes, of course.

Can we chat later?

Sure thing.

I'm really busy right now.

Yeah, sure.

Sorry, not right now.

Absolutely

I'm just doing something.

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Your Turn

Start a conversation at work

You
Hi Nicole,
have you got a
1) _____?

Colleague
Sure 2) _____

Excuse me Alex
Could I have a
3) _____?

Yes, of 4) _____

English +1

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Sarah, can I
5) _____
your advice about
something?

Absolutely,
how can I help?

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Your Turn

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Answers

1. minute
2. thing
3. word
4. course
5. get



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