

# Business English -- Session 3

## Worksheet 1: Making Requests at Work

Practice making polite requests in the workplace.

1. Asking for help with a task: Example: Can you help me with this report? Practice:  
\_\_\_\_\_.
2. Requesting information: Example: Do you know when the meeting starts? Practice:  
\_\_\_\_\_.
3. Asking for time off: Example: Is it OK if I take Friday off? Practice:  
\_\_\_\_\_.
4. Requesting feedback: Example: Could you look at my work? Practice:  
\_\_\_\_\_.
5. Asking someone to wait: Example: Can you give me a minute? Practice:  
\_\_\_\_\_.

## Worksheet 2: Explaining Problems

Practice explaining issues clearly. Say these with the right tone:

1. "I can't open this file." (Sound calm)
2. "The printer isn't working." (Sound matter-of-fact)
3. "I made a mistake with the numbers." (Sound honest)
4. "We have a delay with shipping." (Sound professional)
5. "I need more time to finish this." (Sound reasonable)

## Worksheet 3: Company Vocabulary Practice

Use these business terms in a sentence. The BOLD syllable shows the stress:

1. CUS-to-mer Make a sentence: \_\_\_\_\_.
2. PRO-duct Make a sentence: \_\_\_\_\_.
3. bud-GET Make a sentence: \_\_\_\_\_.
4. de-PART-ment Make a sentence: \_\_\_\_\_.
5. DEAD-line Make a sentence: \_\_\_\_\_.

## Worksheet 4: Job Interview Practice

Practice answering these common interview questions:

1. "Tell me about yourself." Practice your answer: \_\_\_\_\_.
2. "Why do you want this job?" Practice your answer: \_\_\_\_\_.
3. "What are your strengths?" Practice your answer: \_\_\_\_\_.
4. "What is your weakness?" Practice your answer: \_\_\_\_\_.
5. "Do you have any questions for us?" Practice your answer: \_\_\_\_\_.

## Worksheet 5: Business Action Verbs

Practice using these action verbs. Make a sentence with each:

1. schedule Sentence:

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2. organize Sentence:

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3. complete Sentence:

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4. improve Sentence:

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5. manage Sentence:

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## Worksheet 6: Business Small Talk

Read this small talk dialogue. Practice your pronunciation.

**Person A:** Good morning! How was your weekend?

**Person B:** It was good, thanks. I went to the park with my family.

**Person A:** That sounds nice. The weather was great.

**Person B:** Yes, it was perfect. How about you?

**Person A:** I stayed home and watched movies. I needed to rest.

**Person B:** I understand. Sometimes that's the best way to spend a weekend.

**Person A:** True. By the way, are you ready for the team meeting later?

**Person B:** Yes, I prepared my part yesterday. I think it will go well.

**Person A:** Great! I look forward to working with you on this project.

What was easy or hard about reading this dialogue?

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## **Wrap-Up: What Did You Learn Today?**

New Business Terms I Learned:

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3. 

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4. 

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5. 

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Conversation Skills I Want to Practice More:

1. 

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2. 

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3. 

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4. 

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5. 

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