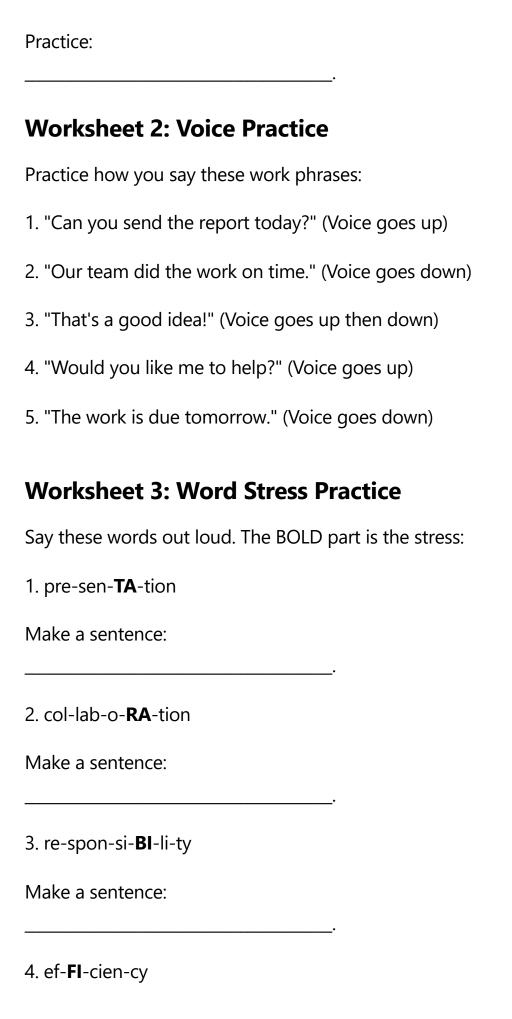
## **Business English -- Session 1**

## **Worksheet 1: Conversation Practice**

Practice speaking clearly in work settings.
1. Introducing yourself at a meeting:
Example: Hi, I'm Ana. I work in marketing.
Practice:
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2. Asking about someone's job:
Example: What do you do here?
Practice:
<del>.</del>
3. Offering help to a coworker:
Example: Can I help you with that?
Practice:
·
4. Asking someone to explain again:
Example: Could you say that again, please?
Practice:
5. Ending a work talk:

Example: Thanks for your time. Bye!



Make a sentence:
5. ne-go-ti- <b>A</b> -tion
Make a sentence:
Worksheet 4: Feelings at Work
Say these sentences with the right feeling:
1. "Thank you for your help." (Show thanks)
2. "I'm worried about the delay." (Show concern)
3. "That sounds like a good plan!" (Show support)
4. "I'm not sure if that works." (Show doubt, but be nice)
5. "Let's do this plan now." (Show strength)
Worksheet 5: Similar-Sounding Words
Practice these word pairs that sound alike. Use each in a sentence:
1. lead vs. lid
Sentence 1:
Sentence 2:
2. sales vs. sails
Sentence 1:

Sentence 2:
3. quote vs. coat
Sentence 1:
Sentence 2:
4. profit vs. prophet
Sentence 1:
Sentence 2:
5. board vs. bored
Sentence 1:
Sentence 2:

## **Worksheet 6: Reading Practice**

Read this out loud. Think about how clear you sound.

Today was my first day at my new job. I met my boss. My boss showed me to my team. Everyone was nice and helped me. Later, we had a team meeting about our work goals. I felt nervous to speak up. But I shared my ideas anyway. By the end of the day, I learned a lot about the company and how to talk clearly at work.

•	ard about reading this?
Wrap-Up: Wha	t Did You Learn Today?
New Work Words I L	earned:
1	
2	
3	
4	
5	
Things I Want to Pra	ctice More:
1	
2	
3	
4	
5	