

# Business English -- Session 2

## Worksheet 1: Email Communication Practice

Practice writing clear emails for work situations.

1. Starting an email to a colleague: Example: Hi Sam, how are you? Practice:  
\_\_\_\_\_.
2. Asking for information in an email: Example: Can I have the sales numbers? Practice:  
\_\_\_\_\_.
3. Responding to a request: Example: I'll send it tomorrow. Practice:  
\_\_\_\_\_.
4. Closing an email professionally: Example: Thanks, [Your Name] Practice:  
\_\_\_\_\_.
5. Following up on a previous email: Example: About my last email - any updates? Practice:  
\_\_\_\_\_.

## Worksheet 2: Phone Call Practice

Practice these useful phone expressions:

1. "Hi, this is [Your Name]." (Voice clear)
2. "I'm calling about the meeting." (Voice steady)
3. "Can I talk to Ms. Lee?" (Voice goes up)
4. "Is Friday good for you?" (Voice goes up)
5. "Thanks for your time. Bye!" (Voice friendly)

## Worksheet 3: Business Vocabulary Practice

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

1. com-PE-ti-tor Make a sentence: \_\_\_\_\_.
2. dead-LINE Make a sentence: \_\_\_\_\_.
3. re-PORT Make a sentence: \_\_\_\_\_.
4. TEAM-work Make a sentence: \_\_\_\_\_.
5. MEET-ing Make a sentence: \_\_\_\_\_.

## Worksheet 4: Giving Feedback at Work

Practice giving feedback with these expressions. Say each with the right tone:

1. "Good job with that customer." (Show thanks)
2. "Maybe try this way?" (Show help)
3. "The report needs more facts." (Show feedback)
4. "Great work on the project!" (Show happy)
5. "Let's fix this problem together." (Show teamwork)

## Worksheet 5: Commonly Confused Business Terms

Practice these word pairs that sound similar. Use each in a sentence:

1. to vs. too Sentence 1:

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Sentence 2:

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2. their vs. there Sentence 1:

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Sentence 2:

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3. meet vs. meat Sentence 1:

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Sentence 2:

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4. buy vs. by Sentence 1:

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Sentence 2:

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5. send vs. sent Sentence 1:

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Sentence 2:

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## Worksheet 6: Meeting Language Practice

Read this meeting dialogue out loud. Practice your pronunciation.

**Boss:** Hello team. Let's start our meeting. First, let's look at our sales.

**Worker 1:** Excuse me. Can I ask about the new marketing plan first?

**Boss:** Sure. What do you want to know?

**Worker 1:** Do we have the money for the social media ads yet?

**Boss:** Good question. Not yet, but we will by Friday. Any more questions?

**Worker 2:** Can we also talk about what customers said about our new product?

**Boss:** Good idea. We'll add that. Let's start with sales, then talk about marketing and customer feedback.

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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Communication Skills I Want to Improve:

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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