

# 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:

\_\_\_\_\_.

2. Asking about someone's job:

Example: What do you do here?

Practice:

\_\_\_\_\_.

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!

Practice:

\_\_\_\_\_.

## Worksheet 2: Voice Practice

Practice how you say these work phrases:

1. "Can you send the report today?" (Voice goes up)
2. "Our team did the work on time." (Voice goes down)
3. "That's a good idea!" (Voice goes up then down)
4. "Would you like me to help?" (Voice goes up)
5. "The work is due tomorrow." (Voice goes down)

## Worksheet 3: Word Stress Practice

Say these words out loud. The **BOLD** part is the stress:

1. pre-sen-**TA**-tion

Make a sentence:

\_\_\_\_\_.

2. col-lab-o-**RA**-tion

Make a sentence:

\_\_\_\_\_.

3. re-spon-si-**BI**-li-ty

Make a sentence:

\_\_\_\_\_.

4. ef-**FI**-cien-cy

Make a sentence:

\_\_\_\_\_.

5. ne-go-ti-**A**-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:

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3. quote vs. coat

Sentence 1:

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Sentence 2:

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4. profit vs. prophet

Sentence 1:

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Sentence 2:

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5. board vs. bored

Sentence 1:

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Sentence 2:

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## **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.

What was easy or hard about reading this?

\_\_\_\_\_

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

New Work Words I Learned:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Things I Want to Practice More:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_