



WORKPLACE ENGLISH – EVERYDAY COMMUNICATION

B1 Lower Intermediate • Student Worksheet

1. What Do You Think?

Work with a partner.

Discuss the questions.

Give reasons and examples.

- What do you usually say when you arrive at work?
- How do you ask a colleague for help?
- What makes someone a good colleague?
- What can make workplace communication difficult?
- Do you prefer working alone or with others? Why?
- What is important in a good workplace?



2. Everyday Workplace Vocabulary

Match each word with the correct meaning. Write the letter next to each word.

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|--------------|---|
| 1. colleague | a. a task you need to finish |
| 2. deadline | b. a person you work with |
| 3. meeting | c. information about a problem or situation |
| 4. schedule | d. a planned time when something must be finished |
| 5. task | e. a plan showing when things happen |
| 6. update | f. a discussion with two or more people |
| 7. manager | g. a person responsible for a team |
| 8. request | h. something you ask someone to do |

3. Choose the Best Workplace Phrase

Circle A, B or C.

You need help.

A. Give me help. B. Could you help me with this? C. Help me now.

You need more time.

A. I need more time to finish this. B. I can't. C. Later.

You don't understand.

A. What? B. I don't know. C. Sorry, could you explain that again?

You want an update.

A. What's happening? B. Could you give me an update when you have a moment? C. Tell me.

You disagree.

A. You're wrong. B. No. C. I see your point, but I'm not sure I agree.

REAL ENGLISH BOX

Asking Politely

Instead of: I need this now.

Try: Could you send this to me when you have a moment?

Instead of: Help me with this.

Try: Could you give me a hand with this?

Instead of: Explain it again.

Try: Could you run that by me again?

Instead of: I don't understand.

Try: I'm not quite sure I understand.

4. Quick Practice

Choose three situations. Say what you would say to a colleague.

- You need help with a computer problem.
- You need an extra day to finish a task.
- You did not understand an instruction.
- You need an update on a project.

5. Communication Check

Check the skills you practised.

- I can ask for help politely.
- I can ask for clarification.
- I can ask for an update.
- I can disagree politely.