



WORKPLACE ENGLISH – TALKING TO COLLEAGUES

1. Start a Conversation

Choose three situations. Write one sentence you could use.

Ask a colleague about their weekend. Ask about a meeting.

Ask for help with a task. Check a deadline.

Ask if someone is free later. Give a colleague some information.

2. Which Response Sounds Best?

Circle A, B or C. Choose the most natural and professional response.

Your colleague asks for help.

A. No. B. Sure. What do you need? C. Do it yourself.

You need to interrupt.

A. Listen. B. Stop. C. Sorry to interrupt, but can I ask you something?

You missed part of a conversation.

A. What? B. Sorry, I didn't catch that. Could you repeat it? C. Speak again.

You want to know if someone is free.

A. Are you busy? B. Do you have a minute? C. Give me a minute.

You agree with an idea.

A. Exactly. I think that's a good idea. B. Yes. C. Correct.

3. Useful Workplace Expressions

Complete each sentence with a phrase from the box.

Could you give me a hand?	Do you have a minute?	Shall we go over it?
I didn't catch that	I'll get back to you	That makes sense

1. _____ I have a quick question.
2. Sorry, _____. Could you repeat that?
3. I'm not sure about this. _____ together?
4. Could you help me? _____
5. I'm busy right now, but _____ later today.
6. Oh, I understand now. _____

REAL ENGLISH BOX

Natural Small Talk

Instead of: How are you?

Try: How's your day going?

Instead of: Did you have a good weekend?

Try: How was your weekend?

Instead of: I am very busy.

Try: I've got a lot on today.

Instead of: What are you doing?

Try: What are you working on?

4. Mini Conversation Challenge

Choose one situation. Talk for one minute, then swap roles.

- Ask for help.
- Ask about a meeting.
- Explain a possible missed deadline.
- Ask for an update.
- Ask for an opinion.

5. Make It More Natural

Rewrite each sentence so it sounds friendlier.

1. Give me the report.

2. I don't understand this.

3. Tell me the meeting time.

4. I need help.

5. You are wrong.
