



1. Work Dilemmas

Read the workplace problems. Which situation is harder to solve? Explain why to your partner.

- **Situation A:** "I have too many tasks and cannot meet my deadline."
- **Situation B:** "My manager gave me feedback that I need to improve my public speaking."

2. Professional Advice Structure

Complete the conversation using phrases from the box.

Phrases: I recommend • Have you considered • You ought to • If I were in your position

A: "I'm finding it really difficult to organize my daily schedule."

B: "1. _____ speaking to your team leader first?"

A: "I'm worried she will think I can't do my job."

B: "2. _____, I would just explain that you need priorities clarified."

A: "That sounds reasonable."

B: "3. _____ also try using a daily planner app. 4. _____ set strict time blocks for emails."

3. Fixing Rudeness at Work

Make these advice statements more professional.

1. "Your presentation is boring. Change it." Better: _____
2. "Don't talk to that customer." Better: _____
3. "You work too slowly." Better: _____

4. Role-Play: The Advice Desk

Choose **one** role. Role-play a 3-minute workplace discussion.

- **Role A (Employee):** You made a mistake on an invoice sent to a client. Ask your colleague for advice.
- **Role B (Colleague):** Listen politely, reassure Role A, and offer two practical solutions.

5. Self-Check

Rate yourself from **1 (Low)** to **5 (High)**:

- I can give professional advice without sounding rude: [____]

REAL ENGLISH BOX – Giving Constructive Workplace Advice

- Instead of "You failed," try "One area for improvement is..."
- Instead of "Do it my way," try "In my experience, it helps to..."
- Instead of "You must fix this," try "It would be beneficial to..."

Teacher's Key

Fill-in-the-blanks:

1. Have you considered
2. If I were in your position
3. I recommend
4. You ought to.

Sample Rewrites:

1. "Have you thought about adding more visuals to your presentation?"
2. "It might be better to let a manager handle that customer."
3. "Why don't we look at ways to streamline your workflow?"