



Common expressions in business 2

Lesson code: 11ID-J6CE-LX4K

INTERMEDIATE

American English

1 Common expressions

Respond to the sentences below with an appropriate expression.

Anytime	Bear with me	By all means	Got it
I'd appreciate that	I'll let you go	I see what you mean	It's all right
Same to you	What a shame		

- "I'll give you a lift to the airport." "Thank you. _____."
- "Thank you for your help." "_____."
- "If we offer the client a discount, he will continue to buy from us." "_____."
- "Sorry to keep you waiting." "_____."
- "Can we finish this conversation later? I'm a little busy now." "OK, _____."
- "I'm afraid our potential customer has signed a deal with our competitor."
"_____."
- "Are the sales materials ready yet?" "I'll go and check. _____."
- (on the phone) "My number is 432 124 940." "OK. _____."
- "Have a nice weekend." "_____."
- "Can I make myself a tea?" "_____."

2 Practice

Cover the expressions above. In pairs, take turns to read and respond to the sentences below:

- Have a nice summer.
- Can I open the window?
- The password is 234ABC6.
- Sorry for the interruption.
- I have a lot of tasks to do at the moment. Do you mind if we finish this discussion later?
- Is my laptop repaired yet?
- Thanks for the lift.
- I'll call the client to let him know you'll be late.
- It would be better to redesign our website over the summer when business is slow.
- I'm afraid I have bad news. Our top salesman is going to resign.



1 Common expressions

After students have completed the task individually, go through the answers. Have the students repeat the correct expressions, encouraging them to pay attention to correct pronunciation and intonation. Explain any unfamiliar expressions, e.g. 'Bear with me' (= please be patient (during this difficult situation)), 'By all means' (= certainly, please do).

1. I'd appreciate that
2. Anytime
3. I see what you mean
4. It's all right
5. I'll let you go
6. What a shame
7. Bear with me
8. Got it
9. Same to you
10. By all means

2 Practice

Have the students change roles and repeat the exercise so that each student has practised all the expressions.

1. Same to you.
2. By all means.
3. OK, got it.
4. It's all right.
5. OK, I'll let you go.
6. Bear with me.
7. Anytime.
8. I'd appreciate that.
9. I see what you mean.
10. What a shame.

