



# Common expressions in business

Lesson code: 11ID-J6CC-S9ZR

INTERMEDIATE

 American English

## 1 Common expressions

Respond to the sentences below with an appropriate expression.

Don't mention it

Have a good trip

Sorry to hear that

Glad to hear that

Here you are

What a pity

Go ahead

It's a deal

Good point

Let's call it a day

1. "My plane leaves in two hours." "\_\_\_\_\_!"
2. "So, we finally agree on the price." "Great. \_\_\_\_\_!"
3. "Can I ask you a question?" "\_\_\_\_\_."
4. "If we offer the client a discount, he will continue to buy from us." "\_\_\_\_\_."
5. "Thank you for all your help." "\_\_\_\_\_."
6. "Could you pass me the calculator, please?" "\_\_\_\_\_."
7. "I'm afraid our potential customer signed a deal with our competitor." "\_\_\_\_\_."
8. "OK, I think we've discussed all the issues on the agenda." "Yes, that's everything. \_\_\_\_\_."
9. "We had a lot of problems finding your office." "\_\_\_\_\_."
10. "We didn't have any problems finding your office." "\_\_\_\_\_."

## 2 Practice

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

1. See you when I get back from Moscow.
2. It's getting late.
3. Your assistant was very helpful.
4. I'm afraid your assistant wasn't very helpful.
5. Can you pass me the pen?
6. Can I use your copy machine?
7. Thank you for the invitation.
8. So we agree to all your terms and conditions.
9. It would be better to redesign our website over the summer when business is slow.
10. 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. 'Let's call it a day' (let's finish what we are doing for the day). Point out that we can use 'Sorry to hear that' to show sympathy and 'What a pity' to express regret or disappointment.*

1. Have a good trip
2. It's a deal
3. Go ahead
4. Good point
5. Don't mention it
6. Here you are
7. What a pity
8. Let's call it a day
9. Sorry to hear that
10. Glad to hear that

**2 Practice**

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

1. Have a good trip!
2. Let's call it a day.
3. Glad to hear that.
4. Sorry to hear that.
5. Here you are.
6. Go ahead.
7. Don't mention it.
8. Great. It's a deal.
9. Good point.
10. What a pity.

