



COMMON EXPRESSIONS IN BUSINESS 2



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Expemo code:

18JA-2QDZ-8NG



1

Common expressions

Respond to the sentences below with an appropriate expression.

Any time

Bear with me

By all means

I'd appreciate that

I'll let you go

I see what you mean

It's all right

I've got that

Same to you

What a shame

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

**2****Practice**

In pairs, take turns to read and respond to the sentences below:

1. Have a nice summer.
2. Can I open the window?
3. The password is 234ABC6.
4. Sorry for the interruption.
5. I have a lot of tasks to do at the moment. Do you mind if we finish this discussion later?
6. Is my laptop repaired yet?
7. Thanks for the lift.
8. I'll call the client to let him know you'll be late.
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.