

FluentMinds Full Episode 2 Worksheet

How to Speak English at Work Like a Pro

10 Integrated Exercises to Boost Fluency

Exercise 1: Match the Function

Match each phrase to its purpose.

- Let me double-check and get back to you. -> Buy time professionally.
- Would it be possible to get an extension? -> Request more time politely.
- Thanks for flagging that. -> Acknowledge feedback.
- Just to keep you in the loop... -> Provide a quick update.

Exercise 2: Fill in the Blanks

Complete:

- Just to _____ you in the loop...
- Could we look at _____ the deadline?
- Let me know if you'd like me to _____ focus.
- I appreciate you bringing that to my _____.

Exercise 3: Rewrite to Sound Professional

Rewrite professionally:

- That's wrong.
- I can't do that now.
- You sent the wrong file.
- I need more time.

Exercise 4: Choose the Best Option

Which is best to disagree politely?

- A) I do not agree.
- B) I see your point, but...
- C) You're wrong.
- D) No way.

Exercise 5: Complete the Dialogue

Client: Can we expect delivery Thursday?

You: Let me _____ and get back to you.

Exercise 6: Pronunciation Focus

Underline stressed words:

- Would it be possible to get an extension on the deadline?
- Let me double-check and get back to you.

Exercise 7: Alternative Phrases

Write two alternatives for each:

- Let me double-check and get back to you.
- Thanks for flagging that.

Exercise 8: Build Professional Sentences

Make sentences using:

- update / quick / wanted / to / you
- let / know / shift / me / if / you'd / focus

Exercise 9: Select the Natural Tone

Which is more natural?

A) I do not have time for that.

B) I am currently prioritizing something else.

Exercise 10: Reflection Practice

Write about a real work situation where you would use one phrase.
Write 3-5 sentences to practice real application.