

FluentMinds Podcast – Episode 2C: Worksheet

Welcome! This worksheet will help you practice the real phrases from Episode 2C of the FluentMinds Podcast. Learn how to speak naturally and professionally when updating your boss.

Exercise 1: Complete the Sentence

1. Just to keep you in the _____, we sent the documents yesterday.
2. Would it be _____ to get an extension on the deadline?
3. Here's what I'm currently _____.
4. Let me know if you'd like me to shift _____.

Exercise 2: Pronunciation Practice

Say these sentences aloud. Mark the stress and note any reductions.

- Justa keep you in the loop...
- Would it be POSSible to get an exTENSion on the DEADline?
- Here'swha-dum currently prioritizing...
- Letme know if you'd LIKE me to shift FOCUS.

Exercise 3: Match the Synonyms

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| A. Just to keep you in the loop | 1. I'm currently focusing on |
| B. Would it be possible... | 2. Let me know if you'd prefer I direct my time elsewhere |
| C. Here's what I'm prioritizing | 3. I wanted to quickly update you |
| D. Let me know if you'd like... | 4. Could we look at pushing the deadline slightly |

Challenge Task

Write your own short email to your boss using at least 2 of the key phrases from this episode.