KARTA PRACY

Business English

Storytime Premium

Imię i nazwisko: Data:

Ćwiczenie 1: Słownictwo

Uzupełnij zdania: agenda, minutes, deadline, budget, invoice.

1. Let's look at the _____ for today's meeting.
2. Could you send me the _____ from yesterday?
3. We need to finish by Friday. That's the _____.
4. We don't have enough _____ for this project.
5. Please pay the _____ within 14 days.

Ćwiczenie 2: Rozmowa telefoniczna

Uzupełnij zdania: speak, calling, hold, through, message.

1. Could I _____ to Mr Brown, please?
2. I'm _____ about your order.
3. Could you _____ on a moment?
4. I'll put you _____.
5. Can I take a _____?

Ćwiczenie 3: Uprzejmiej

Przepisz zdania w bardziej uprzejmej, biznesowej wersji.

1. Give me the report.

2. I want a meeting.

3. Tell me the price.

4. You are wrong.

5. Send it now.

Ćwiczenie 4: Fałszywi przyjaciele i błędy

Uzupełnij zdania: currently, eventually, at, information, have worked.

1. We _____ have 50 employees. (aktualnie)
2. After many delays, the deal was _____ signed. (w końcu)
3. I will be _____ the meeting at 10.
4. Please send me more _____ about the offer.
5. I _____ here since 2020.

Ćwiczenie 5: Prezentacja

Uzupełnij zdania: talk, see, start, on, sum.

1. Today I'd like to _____ about our new product.
2. As you can _____ on this slide, sales are growing.
3. Let me _____ by explaining the problem.
4. Moving _____ to the next point.
5. To _____ up, we have three main goals.

Business English

Ćwiczenie 1: Słownictwo

1. agenda
2. minutes
3. deadline
4. budget
5. invoice

Ćwiczenie 2: Rozmowa telefoniczna

1. speak
2. calling
3. hold
4. through
5. message

Ćwiczenie 3: Uprzejmiej

1. Could you send me the report, please?
2. I would like to arrange a meeting.
3. Could you tell me the price, please?
4. I'm afraid I don't agree.
5. Could you send it as soon as possible, please?

Ćwiczenie 4: Fałszywi przyjaciele i błędy

1. currently
2. eventually
3. at
4. information
5. have worked

Ćwiczenie 5: Prezentacja

1. talk
2. see
3. start
4. on
5. sum

Wyjaśnienie zasad i więcej przykładów: www.storytimepremium.com/blog/business-english

Ucz się angielskiego z historiami na www.storytimepremium.com

Ta karta pracy jest bezpłatna do użytku prywatnego i na lekcjach.