Communication Problems and Clarifying

A2 · Functional English · WORKSHEET

Name: _____ Date: _____

1. Choose the best response.

Choose the polite response.

1. Your boss speaks too fast. You say:
   Choices: Could you speak more slowly, please? / Speak slow! / I no understand.

   Answer: _____

2. You do not know a word. You say:
   Choices: What does “deadline” mean? / What deadline? / Deadline you?

   Answer: _____

3. You want to check the day. You say:
   Choices: Do you mean Friday? / You Friday? / Is Friday you?

   Answer: _____

4. You need the spelling. You say:
   Choices: How do you spell that? / Spell you that? / How spell?

   Answer: _____

2. Complete the sentence.

Write one word.

1. ___ you say that again, please?

2. Sorry, what does “schedule” ___?

3. Do you ___ the meeting is on Monday?

4. How do you ___ your last name?

3. At work or school.

Write what you say in each situation.

1. You did not hear your teacher.

3. At work or school. (continued)

2. You do not know a word in an email.

3. You need to check a time.