

Business English – Exercises

Exercise 1: Fill in the blanks with the correct Business English phrase.

1.	Could you please _____ the report by tomorrow?
2.	I'll _____ with you when I have a status update.
3.	We need to _____ the details before signing the contract.
4.	Let's _____ the meeting and continue next week.
5.	Please don't hesitate to _____ out if you have questions.

Exercise 2: Match the phrases with the situation (Email, Meeting, Apology, Presentation).

Phrase	Situation
I'll get back to you later.	
We apologize for the inconvenience.	
The aim of this meeting is...	
Please don't hesitate to contact us.	
Let's wrap up for today.	

Exercise 3: Translate the following sentences into English.

1.	Musimy dopracować szczegóły.
2.	Skontaktuj się z tobą jutro.
3.	Przepraszamy za niedogodności.
4.	Proszę o raport statusu projektu.
5.	Spotkanie zostało przełożone.

Exercise 4: Role Play – Imagine you are at a meeting.

Student A: You are the manager. Start the meeting, explain the goal, and wrap up.

Student B: You are a team member. Ask questions, suggest a follow-up, and agree with the manager.