

Workplace Communication

Activity 1: Reading – A Day at Work

Alex works in a warehouse. Every day, he says “Good morning” to his manager.

Today, Alex was late. He said, “I’m sorry I’m late. The train was delayed.”

His manager said, “Please try to come on time tomorrow.”

Later, Alex needed help with a heavy box. He asked his colleague, “Can you help me, please?”

At lunch, he said, “Can I take a break now, please?”

His manager said, “Yes, you can.”

At the end of the day, Alex said, “Thank you. See you tomorrow!”

Activity 2: True or False

1. Alex works in an office.
2. He was late because of the train.
3. Alex asked for help with a box.
4. He did not speak to his manager.
5. Alex said “thank you” at the end.

Activity 3: Fill in the Blanks. Choose the words from the list.

(sorry – please – thank – help – tomorrow)

1. I’m _____ I’m late.
2. Can you _____ me, please?
3. _____ try to come on time.
4. _____ you for your help!
5. See you _____!

Activity 4: Match the Phrases

Situation

Phrase

You arrive late

A. Can I take a break, please?

You want to take a break

B. I'm sorry I'm late.

You need help

C. Can you help me, please?

You finish work

D. Thank you. See you tomorrow.

Activity 5: Unscramble the Sentences

1. I'm / sorry / I / late / am _____
2. help / me / you / Can / please _____
3. I / now / take / break / Can / a _____
4. Thank / you / much / very _____
5. tomorrow / See / you _____

WORKPLACE COMMUNICATION

WORD SEARCH

Find these words:

1. WORKPLACE
2. COMMUNICATION
3. MANAGER
4. ARRIVE
5. FINISH
6. BREAK
7. PLEASE
8. SORRY
9. TOMORROW
10. COLLEAGUE

W O R K P L A C E L Q K U G
 O O C J R N Q J C J Z C A K
 G K Z R H X R D E S F O C A
 S O R R Y R F V C N I M P E
 V T T T A Y I U R M H M L R
 X O C M J R W E H S E U E B
 W M I O R B G Z I R U N A E
 X O M A L A G N Z R H I S A
 K R K D N L I F S V N C E M
 Z R U A Z F E H P A C A S D
 N O M B D X L A G A I T G X
 H W C J L F A Y G O Z I N T
 M U B P V D O X K U F O L X
 N X E A R G T M P K E N S E