

## **Business Result Pre-Intermediate Unit 15 roleplays**

*Roleplay the following situations with at least four lines per conversation, paying attention to how and how often you say thank you.*

- Someone has helped you carry a heavy box to your office.
- You've spent the weekend on your boss's yacht.
- A colleague has helped you write a report.
- An ex-colleague invites you to a restaurant and pays the bill
- You are finishing your annual appraisal with your boss
- A colleague is showing you how to use a computer program
- A supplier sent you a birthday message. This is the first time since then that you've spoken
- Buy two or three things in a newsagent's (e.g. cigarettes, a magazine and some chewing gum)
- A supplier has come to your office for a meeting. Roleplay the start of the meeting.
- Phone reception and ask to speak to someone. They are not there.
- You took sick leave on Friday. You are arriving at the office on Monday morning.

*How could you sound sympathetic in the last roleplay above?*

*What would you say to a colleague or friend who complained about these things?*

- Doing too much overtime
- Feeling guilty about taking time off
- Stress
- Not getting enough training
- A strict deadline