# Free worksheet 2 | Use, adapt and improve

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## Read an EWS practice conversation

This is an original EWS conversation. Use it for questions 1-5; it is not a transcript of another creator's lesson.

Nimal: Could you help me practise my introduction, please?
Asha: Of course. Who will listen to it?
Nimal: A new colleague. I want to sound friendly and clear.
Asha: Start with your name and your role. Then ask a friendly question.
Nimal: Good morning. I'm Nimal. I work in customer support. Which team are you joining?
Asha: That is clear. Could you speak a little more slowly?
Nimal: Yes. Yesterday I spoke too quickly. I'll try again.
Asha: Good. You can keep your message short and still sound polite.

1. Who is the intended listener for Nimal's introduction?

2. Put these words in order: help / Could / me / you / please / ?

3. Copy the polite request Asha makes about speed.

4. What does 'role' mean in this conversation? A: A job or responsibility. B: A place. C: A greeting.

5. Complete the sentence with the past simple form: Yesterday I ___ too quickly. (speak)



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Extra sets with separate answers: charges apply. Confirm details before payment.

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## Make the learning your own

Return to your selected lesson or teaching post. Use a suitable section for your level. Young learners may work with an adult. These are open tasks; the separate guide gives models and checks.

Selected lesson title / item: _____
Source URL / video or post code: _____

6. Use two useful words from your lesson in two new sentences about your life.

7. Write a four-line conversation using one idea from your lesson. Give both speakers a clear purpose.

8. Explain your main idea: 2-3 sentences for a beginner, 4-5 for an intermediate learner, or a short developed paragraph for an advanced learner.

9. Say your answer aloud. Record it if useful. Check clear meaning, suitable pace and complete sentences. Write one improvement you will make.

10. Choose one sentence you wrote. Improve it and explain your change. If it is already correct, make it clearer for your audience.



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