

Integrated Skills: Reading to Speaking

Title: _____

Date: _____

Student's name: _____



Workplace Tasks

Brian: Hi Kelly. Good morning. How was your day yesterday?

Kelly: Good morning, Brian. It was... busy. A bit difficult, actually.

Brian: Oh? I see. I wanted to ask about a few things. First, the sales report. Did you finish it?

Kelly: Oh, no, I didn't finish it. I really wanted to, but I had too many urgent calls. I didn't have enough time.

Brian: Okay, I understand. And Mark? Did he send the important client email?

Kelly: No, he didn't send it. He was busy all morning with the new project meeting. He didn't get a chance.

Brian: Hmm. That's not ideal. What about the big team meeting? Did everyone attend as planned?

Kelly: No, they didn't attend. Many people were out of the office for training. So, the meeting didn't happen.

Brian: That's not good. We needed to discuss the new budget. Did we check the new inventory list for the warehouse?

Kelly: No, we didn't check it. We started, but then we ran out of time before lunch. We didn't complete it.

Brian: I see. And the printer? We needed it for the client presentations. Did it work well?

Kelly: No, it didn't work. It was broken all day. The technician didn't fix it in time. So we didn't print anything.

Brian: Oh, no! That's a big problem. Did Sarah call the new supplier for the office supplies?

Kelly: No, she didn't call them. She wrote it on her list, but she didn't remember to do it. She forgot completely.

Brian: So, many important things didn't happen yesterday! This is quite a list.

Kelly: Yes, it was a very difficult day for everyone. But don't worry, Brian. We will try to do all these things today. We didn't forget them.

Brian: I hope so, Kelly. We really need to catch up.