Small Talk That Goes Somewhere

STUDENT WORKSHEET | 10 checks + a short speaking mission

Name: _____ Date: _____

A Choose the most natural response (4 points)

1. A client says: “We’re opening a second office next month.”
   a) That sounds exciting! b) How old are you? c) Too bad.

2. A colleague says: “It’s been tough. We’re restructuring.”
   a) That sounds fun! b) That sounds challenging. c) Who cares?

3. A new contact says: “We hosted our first event last Friday.”
   a) How did it go? b) Are you busy? c) What time is it?

4. Someone asks: “And what about you?”
   a) How did it go? b) I’ve been working on a new project. c) That sounds stressful.

B Complete the useful expressions (4 points)

Use each word once: been • sounds • did • working

5. “How’s your week _____ so far?”

6. “That _____ challenging.”

7. “How _____ it go?”

8. “I’ve been _____ on a presentation.”

C Make the conversation better (2 points)

9. “I ran my first workshop yesterday.” / “Okay.”
   Write a warmer reaction OR a useful follow-up:

   _____

10. “We have a tight deadline this week.” / “That sounds exciting!”
    Rewrite the response to suit the situation:

    _____

D Speak: your 30-second small-talk challenge (not scored)

BEFORE A TEAM MEETING

Ask how someone’s week is going. Imagine they say: “We’ve just finished a difficult project.” Respond naturally, ask one follow-up, then share what you’ve been working on.

Self-check: ☐ I opened warmly ☐ I reacted appropriately ☐ I followed up ☐ I shared something