



Worksheet: How you can speak more simply and sound more advanced in English.

Congratulations on taking the next step towards making these expressions part of your **Real-Life English**. Are you ready to test yourself and see what you remember?

I use my background as a Neurolanguage coach to create these for you--so that you can spend a short amount of time reviewing, but remember much more easily than with the video alone. If you like, you can [review the blog post and video here](#).

TEST YOURSELF #1: Can you simplify this?

These phrases need simplifying to sound more natural and advanced. See if you can find the best phrases to replace the ~~crossed-out~~ words in each example. Need a little help? Use the **expressions in orange**.

so **finish** **try** **need** **can't** **join**
come to **but** **finish(2)** **I've got(I have)** **I'm working**

Normally, we ~~require~~ _____ 24 hours to ~~complete~~ _____ this work, nevertheless _____, I will ~~attempt~~ _____ to meet your request.

I am working from home today, ~~therefore~~ _____, I'll ~~attend~~ _____ the meeting on Zoom.

When do you think you ~~will have completed~~ _____ the report?

I ~~have received~~ _____ the materials.

I ~~will not be able to~~ _____ attend _____ the meeting because I ~~will be working~~ _____ from home.

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TEST YOURSELF #2: Try this in real life!

Below are some simplified and more natural sounding expressions you could use in your own Business English setting. Can you complete them...and then try them in your own life?

~~I can't attend~~

I can't join you for the meeting because _____

(I've got a meeting, I have an appointment, I'm working from home...your own example)

~~I require more time to complete the task~~

I need more time to finish this _____...

(report, project, interview....your own real-life example)

~~Nevertheless, I can attempt to send it to you at the earliest time possible.~~

but I'll try to have it to you _____

(by Friday, by the end of the week, in 3 working days...as soon as possible)

Do you need help with YOUR Business English?

I designed these activities to help you test yourself and build confidence on your own--but for your specific situation, you might need more personalized attention.

If you want to see how individual coaching can help your Business English [book an informational appointment with me here.](#)

Corrections

Test yourself #1

Normally, we ~~require~~ **need** 24 hours to ~~complete~~ **finish** this work, ~~nevertheless~~ **but**, I will ~~attempt~~ **try** to meet your request.

I am working from home today, ~~therefore~~ **so**, I'll ~~attend~~ **join** the meeting on Zoom.
Note, in this case, you can't actually, physically come to the meeting since it's on Zoom. So **join is a better option.

When do you think you ~~will have completed~~ **finish** the report?

~~I have received~~ **I've got(I have)** the materials.

~~I will not be able to~~ **can't** attend **come to** the meeting because ~~I will be working~~ **I'm working** from home.

Test yourself #2

Your answers will depend on your situation, but here are some examples:

I can't join you for the meeting because I'm taking our new client on a tour of the building.

I need more time to finish this yearly budget...but I'll try to have it to you by the end of the week.