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Work Email & Meeting Etiquette

Medium | B1 | Intermediate | Adjective | Gerund | Infinitive | Modal verb | Noun | Phrasal verb | Phrase | Preposition | Questions | Sentence | Verb | Perfect tense | Collocations | Idiom

1. Help Sam fix his schedule! He accidentally double-booked a meeting with an important client and a rather urgent root canal at the dentist. Select ALL the polite, natural sentences he can use in his email to reschedule.

Select all that apply.

A) I can't make it today because my tooth hurts.
B) Could we possibly reschedule our meeting for later this week?
C) I'm afraid something urgent has come up. Would it be possible to meet on Thursday instead?
D) You need to change the time because I am busy at the dentist.

2. Leo overslept because his cat stepped on his phone and turned off his alarm. Choose the most natural and grammatically correct phrase to help Leo apologize to his team in a quick message.

Hi team, I sincerely apologize _____ the morning huddle today.

Select one.

A) to miss
B) for missing
C) about to miss
D) for miss

3. Maya is on a very serious video call with her boss when her cat suddenly jumps onto her keyboard! She needs to recover quickly, agree with her boss's proposal, and add a quick point. Select ALL the natural, professional phrases she can use.

Select all that apply.

A) I completely agree with that, and I'd like to add one thing...
B) You are right, but I say also...
C) That sounds like a great plan. Could I just jump in and add...
D) I agree to you. I want to put my words.

4. Help the nervous intern draft their first weekly update email to the team by choosing the most natural professional phrases.

Dear Team,

I am writing _____ you on the project status. Please _____ the weekly report.

If you have any questions, feel free to _____ to me. I look forward to _____ this at our meeting on Thursday.

Best regards,
Jordan

Choose the correct option for each gap.

Blank 1
A) for updating
B) to update
C) update

Blank 2
A) look attached
B) find attached
C) see attach

Blank 3
A) approach
B) reach out
C) inform

Blank 4

- **A)** discuss
- **B)** discussing
- **C)** discussed

5. Sarah is in a virtual meeting, and her coworker's dog is barking aggressively in the background. Help her politely ask him to mute his audio by selecting the correct verb form.

Excuse me, Bob, but would you mind _____ your microphone while the dog is barking?

Select one.

- **A)** to mute
- **B)** mute
- **C)** muting
- **D)** muted

6. Complete the club president's slightly chaotic virtual meeting script by selecting the best words for each gap.

"Okay everyone, let's get started. Alex, I think you're _____ mute, we can't hear you!

Sorry for _____ your point, Sarah, but let me just _____ my screen so you can all see the agenda. We have a lot to cover, so we need to _____ the meeting by 4 PM so everyone can go study."

Choose the correct option for each gap.

Blank 1

- **A)** in
- **B)** on
- **C)** at

Blank 2

- **A)** interrupt
- **B)** interrupting
- **C)** interruption

Blank 3

- **A)** divide
- **B)** share
- **C)** split

Blank 4

- **A)** pack up
- **B)** wrap up
- **C)** fold up

7. Help Alex finish his email to a recruiter! Choose the correct word to complete his professional sign-off.

Thank you for taking the time to review my application. I look forward to _____ from you soon.

Select one.

- **A)** hear
- **B)** hearing
- **C)** be hearing
- **D)** have heard

8. Sarah is struggling to hear her colleagues in a chaotic virtual meeting. Help her politely interrupt and ask for clarification by dragging the correct words into the blanks.

"Sorry to _____, but could you explain that last point again? I'm afraid I didn't quite _____ what you said about the new budget. Also, could you please _____ up a little? Your microphone is quite low."

Choose the correct option for each gap.

Blank 1

- **A)** interrupt
- **B)** interfere
- **C)** disturb

Blank 2

- **A)** catch
- **B)** grab
- **C)** hold

Blank 3

- **A)** speak
- **B)** talk
- **C)** say

9. Guide Leo through his post-vacation inbox! He just returned from a relaxing beach holiday to find 400 unread emails. He needs to reply to a colleague who has been waiting for a week. Select ALL the natural and professional ways he can apologize for the delay.

Select all that apply.

- **A)** Sorry for the delay in getting back to you.
- **B)** Apologies for the late reply.
- **C)** I am sorry for my late to answer you.
- **D)** Forgive my slow returning of your message.

10. Help Marcus draft a polite (but slightly desperate) follow-up email to his boss without sounding rude. Drag the correct words to complete his message.

Hi Sarah,

I am just _____ up on the project proposal I sent yesterday. Please let me know if you need any _____ information from my side.

I look forward _____ hearing your thoughts on this!

Best,
Marcus

Choose the correct option for each gap.

Blank 1

- **A)** following
- **B)** touching
- **C)** catching

Blank 2

- **A)** further
- **B)** farther
- **C)** extra

Blank 3

- **A)** to
- **B)** for
- **C)** at