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B1 SMALL TALK ≈ 27 MIN

Keeping the Conversation Going — *practice on paper*

You have built the lesson — now practise the conversation moves on paper. New situations, the same clear patterns.

> Show interest first, then ask an **open follow-up** : **reaction + question** keeps the conversation moving.

NAME _____ DATE _____

YOUR BUILD 1 · SORTING ○ 2 · FILL-IN ○ 3 · CORRECT ○ 4 · WRITE ○

BRICK 1 · SORT THE QUESTIONS · APPROX. 4 MIN ●○○

Read each question. If it starts with **what**, **how**, or **why**, put it in the left column. If it can be answered with yes or no, put it in the right column.

- How did your client meeting unfold?
- Did the supplier confirm the delivery?
- What surprised you at the industry event?
- Was the office tour useful?
- Why did your team choose that venue?
- Are you joining the networking breakfast?
- What changed after the product demo?
- Is the conference room available?

OPEN QUESTION	YES/NO QUESTION

BRICK 2 · COMPLETE THE CONVERSATION MOVE · APPROX. 6 MIN ●●○

Complete each gap with a suitable reaction, follow-up, transition, or question tag. For question tags, use the sentence's own auxiliary.

01 You attend the regional sales meeting each quarter, _____ ?

02 The client reception is on the top floor, _____ ?

03 You've spoken with our Berlin partner before, _____ ?

04 Workshop cancelled. _____ How did the team react?

05 They mention a factory tour: " _____ ? What stood out?"

06 The delivery was late. _____ How did you cope?

07 _____ , have you received the revised agenda for tomorrow?

08 _____ , I enjoyed our chat about the new office. I need to welcome the next guest.

YOUR BUILD · 1 · SORTING · 2 · FILL-IN · 3 · CORRECT · 4 · WRITE

BRICK 3 · FIND AND CORRECT THE MISTAKE · APPROX. 7 MIN

Each example contains exactly one grammar or conversation mistake. Underline it and write a natural English version.

01 The product demo starts at ten, or?

02 The meeting room is free now, don't you?

03 You've visited our Hamburg office, didn't you?

04 "How's the new role?" — "Good."

05 The supplier called this morning. Have you booked your hotel?

06 I must return to the stand. Bye.

BRICK 4 · WRITE YOUR OWN CONVERSATION MOVES · APPROX. 8 MIN

Write one or two natural sentences for each situation. Show interest, pick up details, and clearly mark a topic change or exit.

01 A colleague says, "Our team is moving to a larger office in October." Write a suitable reaction and an open follow-up question.

02 A trade-fair contact says, "I tested the prototype with three customers." Repeat the key detail as an echo question, then ask a follow-up.

03 Before a meeting, move politely from the journey to the new canteen. Use "By the way …", "That reminds me …", or "Speaking of …".

04 End a conversation at an exhibition stand politely with "Anyway", appreciation, and a reason.

MINI-CHECK – CAN I DO THIS YET?

- [ ] I react briefly and then ask a follow-up question.
- [ ] I use open questions with what, how, or why when I want a longer answer.
- [ ] I build question tags from the sentence's own auxiliary and do not use a bare "or?".
- [ ] I mark a topic change and end a conversation with "Anyway", appreciation, and a reason.

Not every box ticked? Build the lesson once more and try this sheet again tomorrow.

Answer key

Check only when you have finished. Every answer comes with the **why** — the rule matters more than the result.

BRICK 1 · SORTING

01 **Open question**: How did your client meeting unfold?
How starts an open question.

02 **Yes/no question**: Did the supplier confirm the delivery?
Did starts a yes/no question.

03 **Open question**: What surprised you at the industry event?
What starts an open question.

04 **Yes/no question**: Was the office tour useful?
Was starts a yes/no question.

05 **Open question**: Why did your team choose that venue?
Why asks openly for a reason.

06 **Yes/no question**: Are you joining the networking breakfast?
Are starts a yes/no question.

07 **Open question**: What changed after the product demo?
What starts an open question.

08 **Yes/no question**: Is the conference room available?
Is starts a yes/no question.

BRICK 2 · FILL-IN

01 You attend the regional sales meeting each quarter, **don't you**?
Do forms the negative tag here.

02 The client reception is on the top floor, **isn't it**?
Is becomes isn't in the tag.

03 You've spoken with our Berlin partner before, **haven't you**?
Have becomes haven't in the tag.

04 Workshop cancelled. **That's disappointing.** How did the team react?
Reaction plus follow-up shows interest.

05 They mention a factory tour: "**A factory tour**? What stood out?"
An echo question repeats the key detail.

06 The delivery was late. **How frustrating!** How did you cope?
The reaction matches the bad news.

07 **By the way**, have you received the revised agenda for tomorrow?
By the way marks the topic change.

08 **Anyway**, I enjoyed our chat about the new office. I need to welcome the next guest.
Anyway signals a polite exit.

BRICK 3 · CORRECT

01 The product demo starts at ten, **doesn't it**?
Do replaces a bare or here.

02 The meeting room is free now, **isn't it**?
The tag repeats is and it.

03 You've visited our Hamburg office, **haven't you**?
The tag repeats have.

04 "How's the new role?" — "**Good, thanks — the team is helpful. How are things with you?**"
A detail plus return question extends the reply.

05 The supplier called this morning. **By the way**, have you booked your hotel?
By the way marks the topic change.

06 **Anyway, it was nice meeting you.** I must return to the stand.
Anyway, thanks, and a reason make a polite exit.

BRICK 4 · WRITE

Your sentences may differ — just check that reactions, follow-ups, topic changes, and exits follow the pattern you learned.

01 **That sounds exciting!** What will the new office be like?
Reaction comes before an open follow-up.

02 **With three customers?** How did they respond to it?
Echo plus follow-up picks up the detail.

03 **Speaking of lunch**, have you seen the new canteen?
Speaking of marks the topic change.

04 **Anyway, I really enjoyed our conversation.** I need to prepare for the next visitors.
Anyway, thanks, and a reason make a polite exit.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
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