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B2 MEETINGS ≈ 27 MIN

Responding to Proposals — *practice on paper*

You have built the lesson — now lock the four moves on a proposal in on paper.

Yes · yes, **as long as** + present simple · not yet · no: reservation + because … + **What if we … instead?**

NAME _____ DATE _____

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

BRICK 1 · YES — OR NOT (YET)? · APPROX. 4 MIN ●○○

Does the reply say **yes**, with or without a condition? Write its opening words on the left. Does it hold back or decline? Right. Careful: a yes can contain "could" or "but"!

I'm not sure that would work for the night shift.

That could work, as long as IT agrees.

I'm happy to go with the Tuesday slot.

Could we come back to this once the survey results are in?

What if we test it with one team instead?

In principle I agree, but let's add a trainer.

I'd need to check with our Paris office.

That sounds like a good plan for the launch.

That works for us, provided that the venue stays the same.

Let me read the contract and come back to you.

YES · WITH OR WITHOUT A CONDITION	NOT YET / NO · HOLD BACK OR DECLINE

BRICK 2 · FILL IN THE MISSING WORD · APPROX. 6 MIN ●●○

One word per gap. The cue in brackets narrows the answer; put a given verb in the right form.

01 I'm happy to _____ with that — I can book the meeting room today. (2 letters)

02 That could work, as long as the delivery _____ before the trade fair. (arrive)

03 Could we come back to this _____ the floor plan is ready? (= as soon as, starts with o)

04 In _____ I agree, but Marketing should see the draft first. (9 letters, starts with p)

05 I'm not sure that would work for us, _____ the warehouse is already full. (gives the reason, 7 letters)

06 I'd need to check _____ our project manager before we commit. (preposition)

07 That works for us, provided that the hotel _____ the booking by Friday. (confirm)

08 What if we hire a temp for the summer _____ ? (= in place of that plan)

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

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

Each sentence holds exactly one mistake — a wrong form, a wrong word or an extra word. Underline it and write the whole sentence correctly.

01 I'd need to check by my team before we sign the contract.

02 That could work, as long as Finance will approve the extra hours.

03 What if we to start with the Munich office instead?

04 I'm not sure that would work for us, because of the van is booked all week.

05 What if we would move the launch to autumn instead?

06 We could agree to that, provided that the client will sign by June.

BRICK 4 · RESPOND TO THE PROPOSALS · APPROX. 8 MIN ●●●

Write one or two sentences for each proposal, using the move it asks for.

01 Proposal: a new booking tool for the meeting rooms. Accept it clearly and add a next step — "That sounds like …" or "I'm happy to …"

02 Proposal: a stand at a trade fair in Hamburg. Say yes on one condition — "That could work, as long as …"

03 Proposal: a new travel policy from next month. Hold back — "Could we come back to this once …?" or "I'd need to check with …"

04 Proposal: cancelling the Friday team call. Decline with a reservation, a reason with "because" and "What if we … instead?"

MINI-CHECK – CAN I DO THIS YET?

- ○ I can give a clear yes: "That sounds like a good plan." / "I'm happy to go with that."
- ○ I name my condition with "as long as" or "provided that" — and use the present simple after it.
- ○ When I hold back, I say what I am waiting for ("once …"), and I "check with" people.
- ○ When I decline, I give a reservation, a reason and an alternative: "I'm not sure that would work for us, because … What if we … instead?"

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 **Not yet / no** — I'm not sure that would work for the night shift.
A reservation — in a meeting, usually heard as a polite no.

02 **Yes** — That could work, as long as IT agrees.
A yes on one condition, named with "as long as".

03 **Yes** — I'm happy to go with the Tuesday slot.
A clear yes with no condition.

04 **Not yet / no** — Could we come back to this once the survey results are in?
Holds back until a clear point: "once" = as soon as.

05 **Not yet / no** — What if we test it with one team instead?
A counter-proposal: "instead" replaces the original plan.

06 **Yes** — In principle I agree, but let's add a trainer.
Yes to the idea; the "but" adds what is still missing.

07 **Not yet / no** — I'd need to check with our Paris office.
Holds back to consult people first.

08 **Yes** — That sounds like a good plan for the launch.
Accepts the proposal as it stands.

09 **Yes** — That works for us, provided that the venue stays the same.
A yes on one condition; "provided that" is a little more formal.

10 **Not yet / no** — Let me read the contract and come back to you.
Holds back and says what you are waiting for.

BRICK 2 · FILL-IN

01 I'm happy to **go** with that
The clear yes: "I'm happy to go with that."

02 as long as the delivery **arrives**
Future condition after "as long as": present simple, no "will".

03 come back to this **once** the floor plan is ready
"Once" (= as soon as) ties the delay to a clear point.

04 In **principle** I agree, but …
Yes to the idea; "but" names what is still missing.

05 for us, **because** the warehouse is already full
After the reservation comes the reason with "because".

06 check **with** our project manager
People you consult take "check with".

07 provided that the hotel **confirms**
After "provided that": present simple for a future condition.

08 for the summer **instead**?
"Instead" marks your alternative to the proposal.

BRICK 3 · CORRECT

01 I'd need to check **with** my team before we sign the contract.
With people, it is "check with", not "check by".

02 That could work, as long as Finance **approves** the extra hours.
Future condition after "as long as": present simple, no "will".

03 **What if we start** with the Munich office instead?
After "What if we": base form, no "to".

04 I'm not sure that would work for us, **because the van** is booked all week.
The reason follows "because" as a full clause.

05 **What if we move** the launch to autumn instead?
After "What if we": base form, no "would".

06 We could agree to that, provided that the client **signs** by June.
After "provided that": present simple for a future condition.

BRICK 4 · WRITE

Your replies may differ — check that each one makes the move asked for, with the present simple after "as long as" and the base form after "What if we".

01 "**That sounds like a good plan.** I can test the booking tool this week."
A clear yes plus a next step.

02 "**That could work, as long as** we **get** a stand near the entrance."
Condition named; present simple after "as long as".

03 "**I'd need to check with** our travel team. **Could we come back to this once** we have their feedback?"
Says what is missing and ties the delay to a clear point.

04 "**I'm not sure that would work for us, because** the call is our only weekly update. **What if we** make it shorter **instead**?"
Reservation, reason, alternative.

NEXT BRICKS — KEEP BUILDING FREE ONLINE

PREREQUISITE
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