

FREE PDF WORKSHEET

WORK ENGLISH POWER PACK

Learn it fast. Use it today.

Dear learners,
Welcome. This mini book gives you clean English lines for work. Short rules.
Simple examples. Read each page out loud. Save Page 11 for the task.
Grateful to be your teacher,
Anny.

1. Quick Speaking Fixes.

These common word pairs often confuse learners because they look or sound similar but aren't used the same way. Each "fix" shows the difference in meaning and gives short, natural examples to help you choose the right word in everyday speech.

Fix 1. make vs do

Explanation. "Make" means create. "Do" means to complete a task.

Examples. "We made a plan." "I'll do the dishes after lunch."

Fix 2. job vs work

Explanation. Job is your position. Work is the activity.

Examples. "She found a new job." "He starts work at nine."

Fix 3. few vs a few

Explanation. "Few" means almost none and has a negative connotation. "A few" means "some," and it has a positive connotation.

Examples. "Few seats are free." "I have a few minutes."

Fix 4. borrow vs lend

Explanation. *Borrow* means to take for a time. *Lend* means to give for a time.

Examples. "Can I borrow your charger?" "I can lend you mine."

Fix 5. say vs tell

Explanation. *Say* something. *Tell* someone.

Examples. "He said the time." "He told me the time."

Fix 6. already vs yet

Explanation. *Already* = done. *Yet* = not done until now.

Examples. "I've already sent it." "We haven't started yet."

Fix 7. if vs when

Explanation. *If* = not sure. *When* = sure.

Examples. "If it rains, we'll move online." "When it opens, click Start."

Fix 8. because vs so

Explanation. "Because" gives a reason. "So" gives a result.

Examples. "I stayed home because I was ill." "I was ill, so I stayed home."

Fix 9. on time vs in time

Explanation. *On time* = at the planned time. *In time* = before it is too late.

Examples. "The bus was on time." "We arrived in time for the call."

Fix 10. each vs every

Explanation. *Each* = one by one. *Every* = the whole group.

Examples. “Each person has a copy.” “We meet every Monday.”

Speak tip: Keep sentences short. One idea per line.

2. Pronunciation Made Easy

Some English words change meaning when you shift the stress from one syllable to another. For example, *REcord* (**noun**) and *reCORD* (**verb**) sound different and mean different things. The pairs below show how stress changes word type and meaning, with clear examples to help you practice sounding natural.

Noun–verb stress. Meaning + usage

1. **REcord** (noun) vs **reCORD** (verb)

Meaning. A **REcord** is a file or history. To **reCORD** is to save sound or data.

Examples. “Please check the **REcord**.” “Let’s **reCORD** the call.”

2. **CONtract** (noun) vs **conTRACT** (verb)

Meaning. A **CONtract** is an agreement. To **conTRACT** is to become smaller or to hire for a job.

Examples. “I signed the **CONtract**.” “Muscles **conTRACT** when you lift.”

3. **PREsent** (noun/adj) vs **preSENT** (verb)

Meaning. **PREsent** = current or a gift. To **preSENT** = show or give.

Examples. “She is not **PREsent** today.” “I will **preSENT** the report.”

4. **INcrease** (noun) vs **inCREASE** (verb)

Meaning. **INcrease** = a rise. **inCREASE** = make larger.

Examples. "We saw an **INcrease** in sales." "We need to **inCREASE** speed."

5. **IMport** (noun) vs **imPORT** (verb)

Meaning. **IMport** = a product from abroad. **imPORT** = bring in goods or data.

Examples. "The **IMport** arrived." "Can you **imPORT** the file?"

How to practice

Stress the bold part. Keep the other part short.

Link gently: "send_it", "pick_it_up", "check_it_later".

Model line: "Quick update. Tests passed. Next, we connect orders."

3. **Time Words. Extra Help**

Time words help you say *when* something happens, *how long* it lasts, or *when it ends*. English uses small words like **at**, **on**, **in**, **by**, and **until** in specific ways, and the examples below show how to use each one naturally in everyday speech.

at, on, in

Rule. **at** = time point. **on** = day or date. **in** = longer period.

Examples. "Meet **at** 2." "Call **on** Tuesday." "Launch **in** July."

by vs until

Rule. **by** = before a deadline. **until** = up to a time.

Examples. "Send it **by** noon." "I'm here **until** noon."

since vs for

Rule. **since** = start point. **for** = length.

Examples. "I've lived here **since** 2021." "We spoke **for** ten minutes."

during vs while

Rule. **during** + noun. **while** + subject + verb.

Examples. “No calls **during** lunch.” “No calls **while** we eat.”

from ... to ... / between ... and ...

Rule. Show a time range.

Examples. “Open **from** 9 to 5.” “We meet **between** 2 and 3.”

in the morning / at night

Rule. Use “**in**” for morning, afternoon, and evening. Use “**at**” for night.

Examples. “I study **in** the morning.” “I read **at** night.”

this / next / last

Rule. No preposition.

Examples. “Let’s talk **this** Friday.” “The demo is **next** week.” “We met **last** month.”

Mini drill

Say these: “Demo **at** 4.” “Start **in** ten minutes.” “Reply **by** Friday.”
“Open **from** 9 to 5.” “Meeting **this** Tuesday.”

4. Phrasal Verbs With Frames

Phrasal verbs are verbs combined with short words like “*up*, *out*, or *back*” to form natural English expressions. The “**frames**” show you how to use each one in real sentences. See the examples below:

Start work

set up. map out. kick off.

Frames. “I’ll **set up** the call.” “Let’s **map out** the steps.” “We **kick off** next week.”

Move work forward

follow up. check in. carry on. push back.

Frames. “I’ll **follow up** tomorrow.” “Can we **check in** after lunch?” “Let’s **carry on** with item two.” “I need to **push back** on the date.”

Fix and decide

look into. sort out. work out. roll back.

Frames. “We’ll **look into** the error.” “The team will **sort out** access.” “We **worked out** a fix.” “They **rolled back** the change.”

Share and finish

point out. write up. send over. wrap up.

Frames. “Thanks for **pointing out** the typo.” “I’ll **write up** the notes.” “I’ll **send over** the file.” “Let’s **wrap up** here.”

Clarity tip: Use one phrasal verb per sentence. Keep the verb near the subject.

5. Email Clarity. Simple Subject Lines + Openers + Close

Writing clear emails isn’t just about grammar; it’s about structure. Good subject lines, short openers, and polite closes help your reader understand what you need and

respond quickly. The guide below shows simple patterns you can follow for **action, updates, reminders, and thank-you notes.**

Email subject lines (*what the subject does*)

- **Action:** asks the reader to do something now.
Example. “Approve budget by Tue.”
- **Update:** tells the reader what the note is about.
Example. “Project Beta. Week 3.”
- **Reminder:** helps the reader remember.
Example. “Forms due today.”
- **Thanks:** shows gratitude.
Example. “Thank you for the review.”

Openers (*how to start clearly*)

- “Short update about [topic].” → Use for quick news.
- “One request about [task].” → Use when you need help or approval.
- “Two choices below.” → Use when you want a decision.

Polite pushback

“I’m worried about timing. Could we move it to Friday?”

“Today is busy for me. Could we try tomorrow morning?”

Close (*how to end with the next step*)

- “Please review by 5.” → Clear ask with a time.

- “Thanks. I’ll send the final file after your notes.” → Promise what you’ll do next.
- “Happy to talk on a quick call.” → Offer a call if needed

Format tip: One idea per line. Two or three short lines per paragraph.

6. Small Talk. Solo-Friendly Lines

Small talk helps build connections before and after work discussions. These short, easy lines are perfect for one-on-one chats, messages, or meetings. They keep conversation natural, friendly, and professional without feeling forced.

Start

- “How’s your morning going?”
- “What are you focusing on today?”
- “Any plans this weekend?”
- “Nice weather today.”
- “How did your day start?”

Move to work

- “Nice. Quick note about the report.”
- “Good to hear. I have two items.”
- “Great. One update from me.”
- “Cool. Can I ask about the timeline?”
- “Thanks. Short question on access.”

End

- “I’ll let you continue.”
- “Thanks. I’ll message you the link.”
- “That’s all from me.”

“Talk again after lunch.”
“I’ll send the notes now.”

Simple emojis for friendly teams



Use one only. Example: “Thanks for the quick help 😊”

Culture tips

Short replies are fine in busy chats.
Match the other person’s tone

Types of Tones:

Formal. Polite. Complete sentences.

“Good morning. I hope your day is going well.”

Neutral. Plain. No strong emotion.

“Hi. How’s your day so far?”

Friendly. Warm. Light smiles.

“Hey. Hope you’re having a smooth day.”

7. Everyday English Boost

Kindness and connection

“Hope your day goes well.”
“Happy to help if you need anything.”
“Thanks for being patient.”

Clear feelings

“I feel excited about this.”

“I’m a bit worried about the time.”

“I’m glad we solved it.”

Invites and plans

“Want to join for coffee later?”

“Let’s meet at 4 near the lobby.”

“We can plan a call next week.”

Soft disagreement

“I see your point. I prefer option B.”

“I’m not sure that will work for us.”

“Could we try a smaller test first?”

8. Power Verbs for Clear Speech

Power Verbs for Clear Speech: choose. confirm. delay. improve. review. schedule. share. track. approve. cancel. deliver. explain. invite. launch. Plan.

Good partners (Words that partner well together)

Confirm a time. review a draft. Schedule a meeting. track progress. approve the budget. deliver results. explain options. Invite a guest. launch a feature. plan a trip.

Frames

“We need to **confirm** the date.”

“Let’s **review** the draft.”

“We’ll **schedule** a call.”

“I’ll **track** the issue.”

“Please **approve** the change.”

9. Easy Cheat Sheet

Keep these lines ready

These are short sentences you can use at work or in daily talk.
Say them slowly once, then faster the second time.

Talking about updates

- ✓ “Quick update about [topic].” → *when you want to share new info*
- ✓ “Two choices below.” → *when you give options*
- ✓ “Please check this by 5.” → *when you set a time*

Making small plans

- ✓ “Can we talk tomorrow?”
- ✓ “I’ll set up a call.”
- ✓ “Thanks for showing the mistake.”

Time phrases

- ✓ “Send it by noon.”
 - ✓ “I’m here until noon.”
 - ✓ “Meet at 2.”
 - ✓ “Call on Friday.”
 - ✓ “Launch in July.”
-

Word stress pairs

These words sound different when they change from a **noun (thing)** to a **verb (action)**.
Say them slowly.

- **REcord** 📄 (noun) = a file. “I checked the REcord.”
- **reCORD** 🗣️ (verb) = to save sound. “Let’s reCORD the song.”
- **CONtract** (noun) = a paper agreement. “We signed the CONtract.”

- **conTRACT** (verb) = to become smaller. “Muscles conTRACT when we move.”
- **PREsent** (noun) = gift or now. “This is your PREsent.”
- **preSENT** (verb) = to show. “I’ll preSENT the idea.”

Mini Quiz

Choose the right stress (circle one):

1. We will (REcord / reCORD) a video today.
2. He signed the (CONtract / conTRACT) yesterday.
3. Can you (PREsent / preSENT) the slides.

10. Your Practice Task

Goal

Now it’s your turn! You’ll write a few short lines using what you learned.
You don’t need a partner—just a pencil or your phone.

Task 1 – Short Update (choose A B, or C)

Fill in the missing words.

- A) Quick ____ about the project. We set up the meeting at 10. Please reply ____ Friday.
- B) Quick ____ about the plan. We checked the file in the morning. Send it ____ noon.
- C) Short ____ about the report. We worked out a fix ____ today.

(Choose A, B or C and read it out loud twice.)

◆ **Task 2 – Email Lines Match Up**

Match the **start** and **end** of the sentences.

1. One request about the new design → a) Please review by 3.
2. Two choices below → b) Approve today or next week.
3. Quick update about the order → c) The package arrived on time.

Correct answers: 1-a 2-b 3-c ✓

◆ **Task 3 – Choose the Right Reply**

Someone says: “Let’s meet at 9 on Monday.”

What is a good answer?

- A) I’ll send it by noon.
 - B) Okay, see you then. ✓
 - C) Quick update about Friday.
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 **Self-Check**

- I used a phrasal verb (e.g., set up, check in).
 - I used a time word right (e.g., by 5, on Monday).
 - My sentences are short and clear.
-

11. Your Notes and Practice Space

 **Instructions**

Use this page to write and speak freely.

1. Copy your best 3 lines from the task above.
2. Say them out loud slowly.

3. Say them again at normal speed.
 4. Tick when you try them in real life.
-

Your Lines

1. _____
 2. _____
 3. _____
-

Extra Mini Quiz 2

Choose the best time phrase.

1. We start (__ in / at) **July**.
2. **Please call** (by / until) **Friday**.
3. **The office is open** (from / in __) 9 to 5.

Answers → 1 in, 2 by, 3 from

Next Step

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Go a bit deeper with **Fluent in Love – 20 English Phrases That Heal, Connect, and Last**.

Learn kind and heartfelt English for friends, family, and love.

👉 [Click here to read “Fluent in Love.”](#)