

Business English Present Continuous Sounds and Mimes

Worksheet 1- Present Continuous Sounds

Part One

Choose any one of the sentences below and try to make the sound. Can your partner guess which sound you are making without opening their eyes?

You are knocking on the table

You are opening and closing your book/ some papers

You are hitting the lenses of your glasses

You are hitting a ballpoint pen on the table

You are clapping your hands

You are shaking your ballpoint pen

You are shaking some paper

You are kissing/ air kissing

You are sneezing

You are shaking your chair

You are kicking the table

You are punching the chair

You are moving your chair

You are dropping your book/ some papers on the floor

Part Two

Choose any one of the sentences below and try to make the sound effects using your mouth. Can your partner guess which sound you are trying to make without opening their eyes?

You are drinking soup

The telephone is ringing

You are using an air conditioner remote control

You are playing a computer game

You are crying

Business English Present Continuous Sounds and Mimes Worksheet 2- Present Continuous Mimes

Mime any one of the sentences below, not making any sound. Can your partner guess the whole sentence?

You are knocking on the door (to ask to come in)

You are lifting a heavy box

You are changing the page on the calendar

You are opening the blinds

You are washing up your mug.

You are adjusting the height of your chair

You are changing the bulb in your desk lamp

You are emptying the bin (= waste paper basket = trash can = dustbox)

You are throwing away some rubbish (= putting some rubbish in the bin)

You are watering the plants

You are typing

You are signing a document

You are cleaning a computer monitor

You are cleaning your desk

You are looking for (= searching for) your pen

You are using a cash machine (= ATM)

You are answering the phone

You are dialling a telephone number

You are writing a cheque (= a check)

You are using a calculator

You are using a stapler

You are using a hole punch

You are using a mouse

You are saying sorry to your boss

You are shouting at your colleague

You are smoking

You are lighting someone's cigarette

You are shredding documents

You are giving some documents to your colleague

You are receiving presents or souvenirs from a colleague

You are meeting a new client

You are reading a text message (=SMS) on your mobile phone (= cellphone)

You are sitting on a swivel chair

You are thinking
You are opening a filing cabinet
You are opening a ring binder
You are using an air conditioner remote control
You are shaking hands
You are taking a business card from someone
You are giving your business card to someone
You are pushing the buttons in a lift (= elevator)
You are using a photocopier (= a copy machine)
You are using a date stamp
You are sharpening a pencil
You are using an eraser
You are apologizing (=saying sorry) to your boss
You are pointing at someone
You are ordering two beers
You are holding a door open for someone
You are using a vending machine
You are making tea
You are serving tea
You are letting someone go in front of you
You are using a laser pointer
You are giving a presentation
You are using a touch screen monitor
You are using your security pass to open a door
You are clocking in
You are hanging up your coat
You are straightening your tie
You are changing the water on the water dispenser
You are signing for a delivery
You are giving snacks to your colleagues
You are changing the printer paper.
You are changing the photocopier paper.
You are Hoovering (using the vacuum cleaner)
You are putting a stamp on an envelope
You are sending a fax.
You are running to a meeting (because you are late)

You are using a dictaphone (= voice recorder)

Continue miming. Can your partner guess the sentence without looking at the worksheet this time?

Try to guess which of the actions above your partner does in their jobs the most often. Ask five "How often...?" questions and then they will tell you if there are any actions here they do more often than the ones you asked about.

Which things above do you never do? In your company, who does those jobs?

Do men and women in your company do different things in the office, e.g. making tea, answering the phone, lifting heavy boxes? Do you think that is fair?

Are there any jobs your boss does which you would like to do? Are there any things managers in your company don't usually do which you think they should?