

Five messages, one plan

B1-B2 · Adults · Making suggestions, agreeing priorities and replying

1. Look at the picture. Which problems can you see?



It is **8:50**. You are working from home. Your online meeting starts at **9:00**.

Five messages arrive. Read them. What needs your attention first? What could wait?

A | Team chat

Mina, colleague · 8:50

The slides won't open on my laptop. Could you send me a PDF before **8:58**? I'm presenting at our 9:00 meeting. It should only take you a minute.

B | Text message

Noah, upstairs neighbour · 8:50

My washing machine is leaking. I've switched it off, but the floor is wet. Is any water coming through your ceiling? Please check and message me now.

C | Delivery update

Delivery driver · 8:50

I'm outside with your new desk lamp. Can you open the door? I can wait two minutes. If you're busy, I can leave it with the neighbour next door.

D | Text message

Jo, friend · 8:50

I'm outside your building with a flat bicycle tyre. Could I borrow your pump? I start work at **9:30**. If it's awkward, I can catch the **9:05 bus**.

E | Community group

Leila · 8:50

Can you confirm whether you're coming to the games night? I need numbers by **midday** to book the room. Also, have you still got our giant inflatable dice?

For each message, choose: act now, send a quick reply, or deal with it later.

Agree a plan. Send a reply.

FM1 · Use the five messages on student page 1

Useful language

We should + base verb: We should check the ceiling first. (a recommendation)

We could + base verb: We could ask the driver to leave it next door. (an option)

Before / after + -ing: Before opening the door, let's send the PDF.

Polite disagreement: I see your point, but... / Could that wait until later?

2. Complete the phrases. Use each word once.

checking · could · point · should

1. We _____ send Mina the PDF now. (a recommendation)
2. We _____ ask the driver to leave the parcel next door. (an option)
3. After _____ the ceiling, let's contact Noah.
4. I see your _____, but Jo has another way to get to work.

3. Decide together.

On your own, choose your first and last action. Compare with a partner and give reasons. Agree a plan for all five messages. Some actions can happen at the same time.

Message	What will you do or say?	When?
A		
B		
C		
D		
E		

4. Practise a reply, then try again.

Choose **A, B or D**. One person is you; the other is the sender. Act out a call and agree what happens next. Swap roles. Your teacher gives you a change; try the call again. Or write a short reply without the sender's name. Can your partner guess who it is for?

Optional homework - write a reply

Write 40-60 words to one sender. Say what you can do, what must wait and when you'll contact them again. For extra practice and a self-check key, use the separate homework sheet. Finish the lesson with your teacher's conversation questions.