Do or Make at Work?

B1 · Adults · Vocabulary and speaking



1 Take turns. Complete the sentences.

Keep your sheet private. A reads sentence 1 aloud and fills the gap. B checks the key.
Then B reads sentence 2 and A checks. Keep taking turns. Use the correct form of do or make.

Do, did, done | Make, made, made · Example: We've made a decision.

01 We need to _____ something about falling sales.
03 I'm _____ the payments this afternoon.
05 Our new product has _____ well since it went on sale.
07 We're _____ plans for next year's conference.
09 To _____ the job well, you need the right tools.
11 We've already _____ arrangements for Friday's training.
13 If sales keep falling, we'll have to _____ some changes.
15 The bad publicity has _____ damage to our reputation.
17 Jo is _____ a leadership course before she starts her new job.
19 I _____ a mistake when I agreed to that price yesterday.
21 I've _____ two errors in these slides. Can I send you a new copy?
23 Could you _____ a list of what we need for the trip?
25 The company _____ a loss last year.
27 I can't join the call yet. I'm still _____ the work you asked me to finish.
29 Our company _____ a profit of £2 million last year.
31 I'd like to _____ a suggestion about the new timetable.
33 That's the hardest decision I've ever _____ at work.
35 You _____ an interesting point about delivery times in yesterday's meeting.

CHECK YOUR PARTNER'S ANSWERS / STUDENT B

02 make	04 make	06 make	08 make	10 made	12 done
14 make	16 made	18 made	20 doing	22 made	24 doing
26 doing	28 made	30 made	32 do	34 made	36 make

2 Take turns. Ask and answer.

A asks question 1, then B asks their question 1. Continue in order. Give details and ask a follow-up.

01 What was the last decision you made at work or in your studies?
02 How do you make sure important emails are clear?
03 Have you ever made a complaint to a company? What happened?
04 What kind of research do you do before buying something expensive?
05 Who do you ask for help when you make a mistake?
06 What helps you do your best work?
07 What change would you make to a meeting you often attend?
08 How far ahead do you make plans for a busy week?
09 What can a small business do to make more sales?
10 What could you do this week to make someone's job easier?

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02 Would anyone like to _____ a comment before we move on?
04 Could you _____ a phone call to confirm the delivery time?
06 I called the supplier to _____ a complaint about the late delivery.
08 Could you _____ it clear who's responsible for the order?
10 I've _____ an appointment to see the dentist on Thursday.
12 We've _____ business with that supplier for ten years.
14 Can you _____ sure the numbers in the report are correct?
16 Have you _____ a choice between the two candidates?
18 Everyone has _____ a real effort to meet the deadline.
20 I know you're _____ your best to solve the problem.
22 He _____ a short speech at the awards ceremony last night.
24 Our new colleague is _____ really well so far.
26 We're _____ some research before we choose a new supplier.
28 We've _____ good progress on the new website this month.
30 We've _____ her an offer and we're waiting for a reply.
32 Can you _____ me a favour and check this email?
34 How many sales have you _____ this month?
36 I want to _____ a difference in my new role.

CHECK YOUR PARTNER'S ANSWERS / STUDENT A

01 do	03 making	05 done	07 making	09 do	11 made
13 make	15 done	17 doing	19 made	21 made	23 make
25 made	27 doing	29 made	31 make	33 made	35 made

2 Take turns. Ask and answer.

A asks question 1, then B asks their question 1. Continue in order. Give details and ask a follow-up.

01 What's one task you prefer to do first when you start work?
02 When did you last make a suggestion? How did people react?
03 Have you ever done a course that helped you at work?
04 What do you do when you have too much work to finish?
05 What's one skill you've made progress with recently?
06 When is it worth making an effort to speak to someone in person?
07 What arrangements do you make before going on holiday?
08 What difference can a good manager make to a team?
09 What would make you want to do business with a company again?
10 What's one change you'd make to your working day?

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