



The English Workshop

Role-play Scripts

Practice before you're in it.

These short scripts help you rehearse clear, confident responses in real-world situations—so you're ready when it matters.

Scenario 1: Pushing Back on an Unrealistic Deadline

Partner A (Manager): *"Can you finish the full deck by tomorrow morning?"*

Partner B (You): *"I'd love to, but to maintain quality, I'd need until Thursday. I can share an outline by tomorrow if that helps."*

Notice the skills of Assertiveness, boundary-setting, clarity of expectation.

Scenario 2: Handling a Rambling Meeting

Partner A (Colleague): *"I just feel like... anyway, so maybe we could explore that other idea from last week or—"*

Partner B (You): *"Let's pin that thought—we're at time. How about we schedule a follow-up to go deeper?"*

Note the graceful redirection, time management, and focus.

Scenario 3: Starting a Presentation with Impact

You: *"Thanks for making time today. I'll keep this brief. What you'll see is how our update cuts processing time by 30%—and why that matters for your team."*

Skills Practiced: Commanding openers, core messaging, and creating audience awareness.

Scenario 4: Responding to a Complaint in a Joint Meeting

Context: Your colleague has gone to your manager with a complaint about your behaviour or performance. You've been called into a meeting with both present.



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Partner A (Manager): *“There seems to be some tension. Priya mentioned feeling sidelined in yesterday’s meeting. I’d like to hear both sides.”*

Partner B (You): *“Thanks for bringing this up—I’d really like to clear the air. Priya, I understand yesterday may not have come across as collaborative. That wasn’t my intent. I was focused on keeping to time, but I see now that it may have felt abrupt. Moving forward, I’ll make space for more input—and I’m open to hearing your perspective on how we can communicate better as a team.”*

Notice Partner B’s emotional regulation, ownership without over-apologizing, redirecting toward future-focused collaboration.

Scenario 5: Negotiating Scope with a Client

Context: A client brings up several “small” extras during a meeting—add-on tasks not covered in your original agreement.

Partner A (Client): *“Could you also include a set of email templates and maybe a quick branding guide, just so it all feels aligned?”*

Partner B (You): *“I absolutely see how those would add value—and they sound like great next steps. Just to keep things clear, the current scope covers the landing page and social captions. If you’d like, I can put together a quick add-on estimate for the emails and guide, so we stay aligned on deliverables and timeline.”*

See how Partner B was:

- Reaffirming scope without sounding rigid
- Using “Yes, and...” tone to acknowledge value
- Offering a path forward with clarity and professionalism?

NEED PERSONALISED ATTENTION?

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