

## Revision: Article, Report, Blog Comment, E-mail, Letter, Leaflet

### Language for discussion

#### Giving an opinion

(Personally,) I think / feel / believe (that) ...  
It seems to me (that) ...  
If you ask me, ... (informal)  
My (own) view of the matter / problem is ...

#### Giving reasons

You see, ...  
The reason is (simply (that) ...  
The main / basic reason is (that) ...  
The thing is, you see, ... (informal)

#### Asking for opinions

What do you think about ...?  
What's your opinion of / feeling about / view on ...?  
I'd be grateful for your view on / reaction to ...  
(formal)

#### Asking if someone agrees

... Don't you agree? / ..., don't you think?  
Right? / Yeah? (informal)  
Would you agree with me (that) ...? (formal)

#### Agreeing with an opinion

Yes, I agree. (Absolutely).  
That's (quite) right / true. / I couldn't agree more.  
Yes, that's just how I see it.  
That's exactly my own view / opinion ... (formal)

#### Disagreeing with an opinion

Oh, I don't agree. / (Well,) as a matter of fact, ...  
Actually / In fact, I think (that) ...  
You must be joking! (informal)  
(I'm afraid) I can't accept ... (formal)

#### Partly agreeing with an opinion

I don't entirely / quite agree with you.  
I see what you mean, but ... / Yes, up to a point, but ...  
I'd go along with a fair bit of / a lot of that, but ...  
There's some / a lot of truth in what you say.  
However, ...

#### Saying something in a different way

(Well,) what I mean is, ... / In other words, ...  
To put it / Let me put it another way, ... /  
That's to say, ...

Perhaps I should make that clearer by saying  
(that) ...

#### Checking that someone has understood you

Do you see what I mean?  
Does that seem to make sense? / You know what I  
mean?

#### Checking that you have understood someone

So am I right in thinking (that) ...?  
So do you mean (that) ...?  
So is the general / basic idea that ...?

#### Interrupting

I'm sorry to interrupt / break in, but ...  
Excuse me for interrupting / breaking in, but ...  
Can I stop / interrupt you there for a moment?  
Hold on a second. (informal)

### Language for writing

#### Introducing a topic

It is important / useful to begin by saying that ...  
It makes sense to start by asking whether ...  
There are two / many points of view / issues to  
consider here.  
There are several questions to think about when  
discussing ...  
The issues I want to mention / discuss here are ...

#### Stating points

In my opinion ... / in my view ...  
My view / feeling / opinion is that ...

#### Listing

First, ... / First of all, ...  
Secondly, ... / Thirdly, ...  
Finally, ... / Lastly, ... / Last of all, ...

#### Adding points with emphasis

In addition, ...  
..., too.  
Moreover, ...  
Furthermore, ...  
What is more, ...  
Another point to consider is this:  
A further problem to note is ...  
Not only ..., but ... also ...

#### Stating exceptions

Except for (noun phrase)  
Apart from (verb + *ing*)

#### Stating alternatives, contrasts

Alternatively, ...  
On the one hand, ... . On the other hand,  
However, ...  
Although ...  
Even though ...  
Despite (noun phrase), ...  
In spite of (verb + *ing*), ...

#### Stating reasons

Because ... / Since ...  
The reason for (noun phrase) is that ...  
The reason why (clause) is that ...

#### Stating results

As a result, ... / As a consequence, ...  
Because of this ...  
The effect of this is that ...

#### Summarizing

To sum up, ...  
In short, ... / In general, ...  
On the whole, ...

#### Closing

In conclusion, then, it is clear that ...  
To conclude, therefore, it seems that ...