UNIT 4 LANGUAGE SUMMARY

Adjectives
Assessing ideas
constructive
destructive
unreasonable
valid

Nouns
Assessing ideas
aspect
consequence
strength
weakness

Verbs
Professional relationships
act as
assist
build a relationship
build trust
contribute
demonstrate
enable (sb) to
keep an eye on
oversee
steer (sb) away from
take on
turn to

Assessing ideas
assess
draw attention to
point out
think through
weigh the pros and cons

Insider English
be/get stuck with

Talking about your support team in life
… who play such important roles in our lives that it would be hard to manage without them.
They can even steer you away from trouble.
The Long Timer has known you for so long that you've built total trust.
They only need to look at you to know what you're thinking.

Making decisions
Everyone's excited and congratulating themselves on how great it's going to be.
I've been on a red team myself, and it wasn't much fun.
You've seen for yourself that they need to be valid points.
The other team can't do that by itself.
Zack Sanchez is here to present another idea.
The other team can't do that by itself.
That's a job for others to do.
Teams are used to supporting one another, not criticizing each other.

Discussing advantages and disadvantages
The main benefit is (that) …
A/Another plus is (that) …
The downside is (that) …
One/The tricky issue is (that) …
It gives the company/us/you/me the advantage of [-ing verb] …
I'd be / I'm concerned (that) …
The upside is (that) …
One/Another potential problem is (that) …

Writing a summary
Summarizing main points
Keep your summary short (about 1/4 of a page in length).
Use one paragraph.
Use your own words. Don't rewrite the original text.
Mention the title and author of the text. State the main topic.
Briefly describe the author's main points.
After each main point, include the most relevant details or examples.
Don't add your own opinions. The summary should be based on information from the article.

Useful phrases
The main benefit is …
Another plus / potential problem is …
The downside/upside is …
I'd be concerned that …