

# Making suggestions

COMMUNICATION

LEVEL  
Beginner

NUMBER  
EN\_BE\_1266X

LANGUAGE  
English





## Goals

- Can understand how to use wh- question words to make suggestions as well as form questions
- Can use wh- question words to make simple suggestions







## Preview and warm-up

- In this lesson you will learn how to **make** and **respond to** simple **suggestions**.



**How about having** a team-building event here?



## Forming questions review

We can **form questions** with different **wh-** words. These are called **open questions**, because the **answer** is **not yes** or **no**.

Look at the examples below.

Question word	Question example
Who	Who is organising this event?
What	What are we doing today?
When	When does the barbecue start?
Where	Where is the conference?
Why	Why are we meeting at the park?



## Wh- questions

Look at how we can answer the questions on the previous page.

Question	Answer
Who is organising this event?	Sarah is organising this event.
What are we doing today?	We're going to a company party.
When does the barbecue start?	At 5 pm.
Where is the conference?	In the conference centre.
Why are we meeting at the park?	Because we're having a picnic.



## Forming yes/no questions

We form other questions with **do** or **does**. The **answer** to these questions can be **yes** or **no**.

Look at the examples below.

### Questions with *do*

Do you like company parties?

Does Harry know where the party is?

Do they know where the bar is?

Does she go to team-building events?





## Forming yes/no questions

We form other questions with the verb to **be**. The **answer** to these questions can be **yes** or **no**.

Look at the examples below.

### Questions with *be*

Is Ben coming to the conference?

Are you at the team-building event?

Are we meeting at 12 pm?

Is she coming to the theatre?







## Fill in the gaps

Fill in the missing question words.

Who

What

When

Where

Why

1. \_\_\_\_\_ are we having a company barbecue in November?
2. \_\_\_\_\_ is coming to the meeting today?
3. \_\_\_\_\_ time does the film start at the cinema?
4. \_\_\_\_\_ are we meeting on Friday? At 8 am?
5. \_\_\_\_\_ can I order food for this event?





## Change from a statement to a *do* or *be* question

1. Sheila is coming to the breakfast meeting.



Is Sheila coming to the breakfast meeting?

2. Pete is meeting us today.



\_\_\_\_\_

3. My boss likes playing golf.



\_\_\_\_\_

4. Our clients like going to the theatre.



\_\_\_\_\_

5. You are coming to the barbecue.



\_\_\_\_\_



## Speaking

**Answer these questions about the picture.**



1

Where are they? Who are they?

2

What are they talking about?

3

Do they look happy?

## Making suggestions

We **make suggestions** when we have an **idea** and we want to **ask people** if they **agree**.



**How about seeing** a play at the theatre with our client?

## How about/What about + ing

You can use ***how about*** or ***what about*** + a **verb** in the ***ing*** form to **make suggestions**.



**How about having** the meeting at the conference centre?



**What about meeting** in the park?

## Why + negative

We can also make a suggestion by using **why** followed by a **negative**.



**Why don't we** play golf on Monday afternoon?

Let's...

Could...

***Let's*** means that you have **strong feelings** about your idea.  
***Could*** is a way to ask a **question** to **make a suggestion**.



**Let's** have the meeting in a restaurant.



**Could** we invite all the members of the team?



## Sentence examples



**What about ordering** from that new restaurant?

**Why doesn't she** come to the meeting by train?



**Let's** buy tickets to the concert hall for our boss' birthday.

**Could** I plan the barbecue this month?







## Fill in the blanks

**Fill in the blanks to complete the ways of making suggestions.**



How \_\_\_\_\_ having a team building activity in France this year?



\_\_\_\_\_ don't we buy tickets for the theatre for our clients?



\_\_\_\_\_ ask Margaret what she thinks.



## Making suggestions

Use the phrases for making suggestions on the previous page to make suggestions about these events.

*e.g. How about having a barbecue in the park?*



A barbecue in  
the park

Dinner and  
drinks with a  
client



A Christmas  
party at the  
office

A team-building  
event off-site



## Make suggestions about what you want to do in these situations

Your biggest clients  
are coming to visit  
you from Japan

Your colleague's  
birthday is next week

Your boss wants to  
plan a conference for  
100 people

Your team wants to  
do something  
together

Sounds good!

Use this phrase if you want to **say yes** to a **suggestion**.



Sounds good!

Count me in

Use this informal phrase if you want to **say yes** to a **suggestion**.



Count me in!



## Saying no to a suggestion

Sorry, I can't

I'm busy

I already have plans.

Sorry, I **can't** then,  
maybe another time?

I **already** have plans  
on Monday.





## Sentence examples



Let's have the meeting on Tuesday. I **already have plans** on Tuesday.

How about going to the theatre?  
**Sounds good!**



Why don't we have a company barbecue this year? **Count me in!**



## Complete the phrases

**Complete the phrases for saying yes or no to suggestions.**

1. I \_\_\_\_\_ have plans on Friday evening.

2. Count \_\_\_\_\_ in.

3. I'm \_\_\_\_\_ on Monday.

4. Sounds \_\_\_\_\_!

5. Sorry, I \_\_\_\_\_.



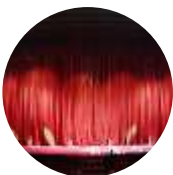


## Complete the conversations

Complete the three conversations between these people.



\_\_\_\_\_ have a company barbecue this week.  
\_\_\_\_\_ me in.



\_\_\_\_\_ about taking our clients to the theatre on Wednesday?  
I already have \_\_\_\_\_.



Why \_\_\_\_\_ we invite Sharon to the picnic?  
\_\_\_\_\_ good!



## Speaking

Work in pairs. Make a suggestion about the event below and respond to it.



How about...?

Sorry, I can't.



## Speaking

**Swap roles with your partner and make a suggestion about the event below.**





## Speaking

**Change partners if you can and make and respond to a suggestion about the event below.**

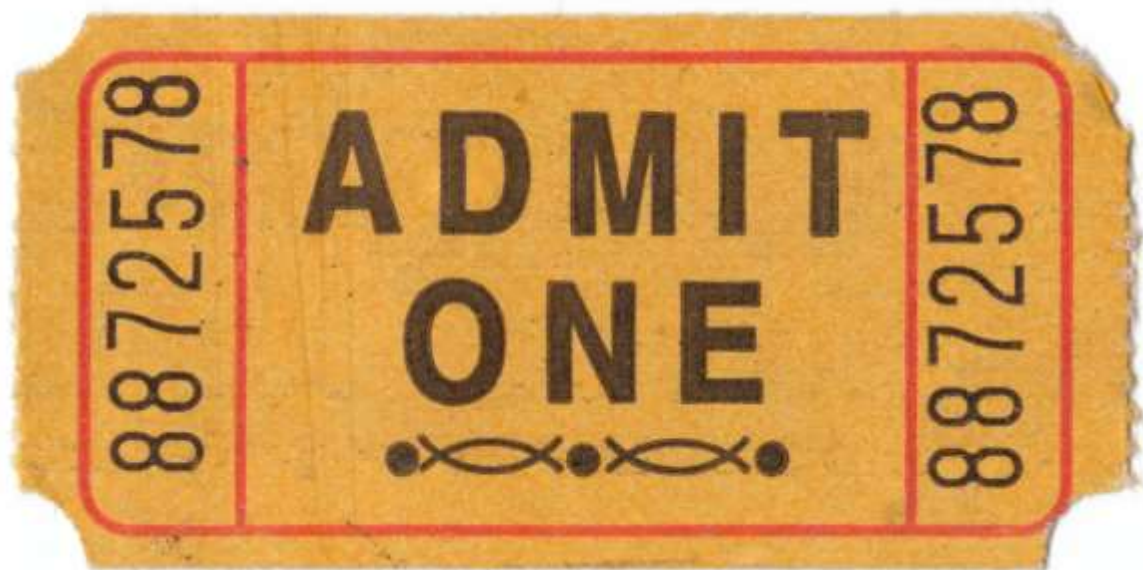






## Speaking

Swap roles with your partner and make and respond to a suggestion about the event below.





## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

no





## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again



## Answer key

### Exercise p. 9

1. Why, 2. Who, 3. What, 4. When, 5. Where

### Exercise p. 10

2. Is Pete meeting us today? 3. Does your/my boss like playing golf? 4. Do your/our clients like going to the theatre? 5. Are you coming to the barbecue?

### Exercise p. 17

about, Why, Let's

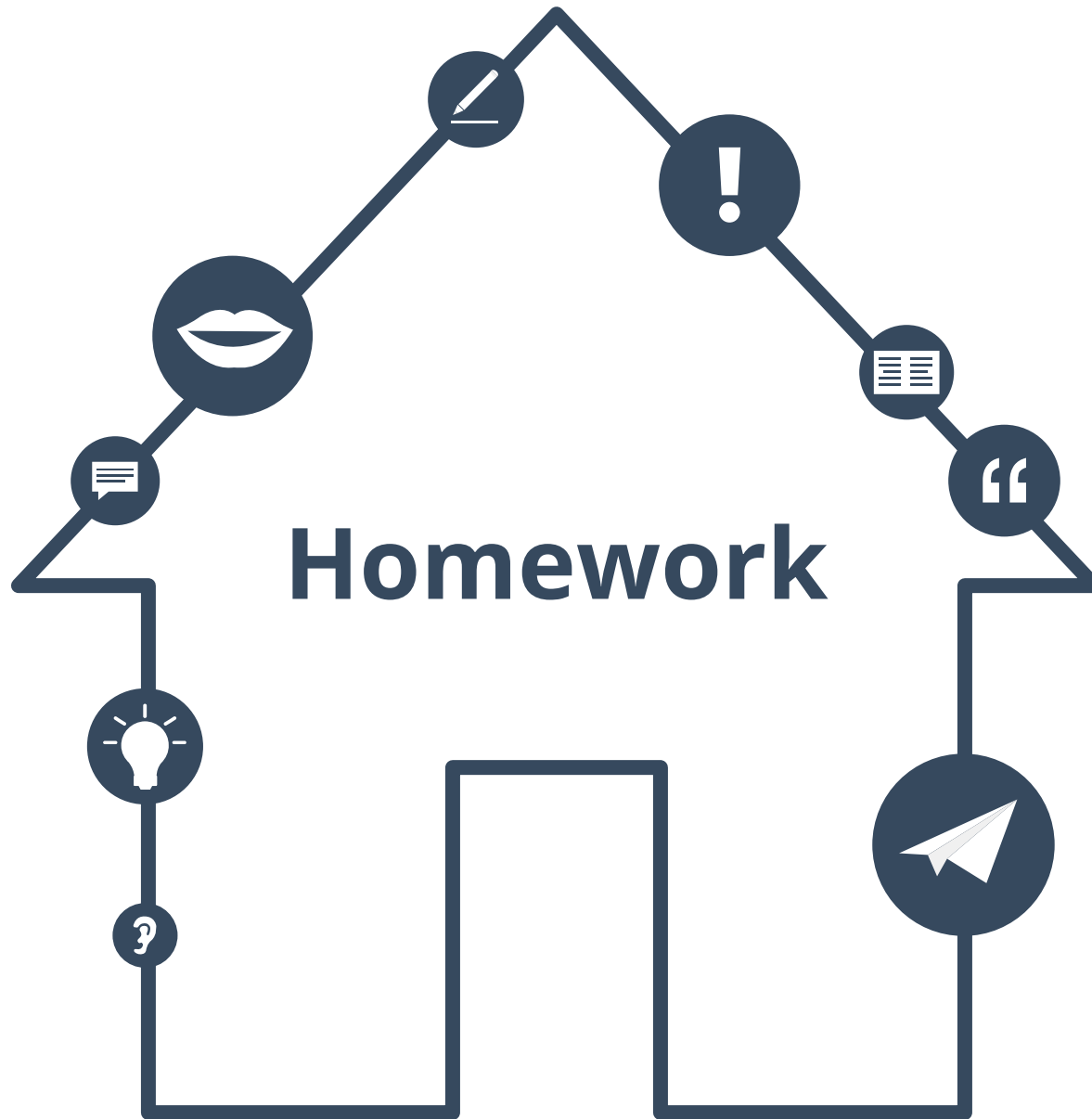
### Exercise p. 24

1. already, 2. me, 3. busy, 4. good, 5. can't

### Exercise p. 25

Let's, Count – How/What, plans – don't, Sounds







## Responding to suggestions

Sounds good!

What about  
having...

Count me in.

I'm busy.

## Why don't...



## Match the suggestions to the responses

1. How about going to the park for our team-building event?

2. Let's buy theatre tickets for Thursday night.

3. Why don't we have a barbecue to celebrate?

4. Could we go to the restaurant on Sunday night?

a. I already have plans on Thursday.

b. Sounds good!

c. Sorry, I can't. I'm busy on Sunday.

d. Count me in – I love barbecues.



## Homework answer key

### Exercise p. 34

Making suggestions: How about going... What about having... Let's..., Could..., Why don't...

Responding to suggestions: Sounds good! Count me in. Sorry, I can't, I'm busy, I already have plans.

### Exercise p. 35

1. B, 2. A, 3. D, 4. C



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