# Words I like

Think about it

1) While speaking or chatting, match their expectations and speak or chat accordingly in smooth fashion engage ur filter- after filtering only write those words

2) Crucial thing is avoid last minute surprises

3) Treat chat/text based conversations as face-to-face conversations apply ur filter to not put any angry messages

Are u facing any challenges, where do u feel struck

# Asking someone for their opinion about a topic

## Speak positively – always,

Even if u are telling disagreement, in that case also u should tell in assertive way (talk calmly about objective)

## Yes/No Questions

* *Do you believe in* …?
* *Do you believe in* …?
* *Do you think we should* …?
* *Do you think everybody should* …?
* *Do you think that…?*
* *Would you consider* …?
* *Would you ever consider* …?

## OR Questions

* *Are you for or against* …?
* *Would you prefer*…?
* *Would you rather* …?
* *What is better:* - … *or* …?

## WH Questions

* *What do you think of* …?
* *What do you think of* …?
* *What do you think of* package holidays?
* *What do you think is the problem between*

## … and …?

* *What do you think is the problem with* …?
* *What do you think are the causes of* …?
* *What are the advantages and disadvantages…*?

## Negative Yes/No Questions

* *Don’t they…*?
* *Don’t you think it’s better to* …?
* *Don’t you understand that* …?
* *Don’t you see that* …?
* *Can’t you see that* …?
* *Wouldn’t it be better to* …?
* *Wouldn’t it be wiser to* …?
* *Wouldn’t you agree that* …?
* *Why shouldn’t they?*

# Delaying Strategies

* *I can’t answer that directly.*
* *I’ll need time to think about that.*
* *That’s a very interesting question, because…*
* *That’s a difficult question to answer, because…*
* *That’s a tough question to answer, because…*
* *To be honest, that’s a difficult question, because …*
* *That’s a very good question. The reality is that …*
* *What do you mean by that*?
* *What do you mean by …*?
* *Well, it depends on what you mean*…
* *Well, if you ask me, it all depends on your circumstances…*
* *Well.*...

## Asking someone information

* *I’d like to know*
* *I’m interested in*
* *Could you tell me..?*
* *Could I ask about …?*
* *Do you know if…?*
* *Do you know what….is?*
* *Do you happen to know whether or not…?*
* *Do you happen to know what…. Is?*

# Presenting arguments

## Presenting the most important point

* *The main thing is…*
* *The most important thing is…*
* *Primarily*
* *Most importantly,*

## Presenting a number of arguments

* *First of all*, …
* *Firstly*, …
* *Well, firstly* …
* *To begin with*, …
* *I’d start by* …
* *For a start*, …
* *There’re two points here*. *Firstly*, …

*Secondly*, …

* *There are two problems here*…. *Moreover*
* *You also have to consider*

## Adding an argument

* *Also, ....*
* *Again, that depends on …*
* *In addition, …*
* *What’s more, …*
* *I might add that…*
* *Perhaps I should also mention…*
* *Not to mention the fact that …*
* *Plus the fact that…*
* *Not only that, but…*

# Giving your opinion about a topic

## Expressing a strong opinion

* *In my opinion*, …
* *In my view*, …
* *In my reckoning*, …
* *I strongly believe in* …
* *I definitely think that* …
* *Well, if you ask me*, …
* *Well, I think* …
* *I believe*
* *I strongly believe*
* *I have a reason to believe*
* *I’m sure that…*
* *I’m pretty sure that…*

## Expressing a strong value ( It’s / They’re + value adjective)

* *It’s a nonsense* to …
* *It’s a scandal*, *because* …
* *It’s perfect for* …
* *It’s wrong*… *Likewise*, …
* *They’re ideal* …

## Expressing certainty

* *According to government statistics*, …
* *Actually, …*
* *In fact, …*
* *Clearly, …*
* *Obviously, …*
* *People have always …*
* *People just won’t continue to …*
* *Without doubt, …*
* *There’s no doubt that ….*
* *Undoubtedly*
* *Surely, …*

# Agreeing

## Expressing complete agreement

* *You’re so right! & That’s right*
* *Exactly*!
* *Precisely*!
* *Totally*!
* *Absolutely!*
* *That’s right!*
* *Correct!*
* *You’re right!*
* *That’s so true!*
* *I couldn’t agree with you more!*
* *I’m with you on that*
* *That’s just what I was thinking!*
* *That’s exactly what I think.*
* *That’s a good point.*
* *That’s just how I see it.*
* *My feelings exactly.*
* *I’ll say!*
* *You can say that again!*
* *I am happy that I could do that for you*
* *I am glad that u found that helpful*

## Agreeing in part

* *I guess you could be right, but ...*
* *Yes, perhaps, however ...*
* *Well, yes, but ...*
* *Yes, in a way, however ...*
* *Hmm, possibly, but ...*
* *Yes, I agree up to a point, however ...*
* *Well, you have a point there, but ...*
* *There's something there, I suppose, however...*
* *Yes, I suppose so, however ...*
* *That's worth thinking about, but ...*

## Expressing conditional agreement

* *I’d agree with you if* …
* *I’d certainly agree if you’re thinking of* …

# Disagreeing

## Expressing complete disagreement

* *I don’t think so!*
* *I disagree*
* *I disagree entirely*.
* *I’m afraid I can’t agree*.
* *I’m afraid you’re wrong*
* *On the contrary!*
* *Definitely not!*
* *Rubbish!*
* *Nonsense!*
* *That’s ridiculous!*
* *Never in a million years!*

Using irony to express disagreement

* *Come off it!*
* *Come on!*
* *Do you really think so?*
* *What!*
* *You can’t actually mean that!*
* *You can’t be serious!*
* *Are you pulling my leg?*
* *Are you kidding?*
* *You must be kidding!*

## Dismissing an argument as irrelevant or improbable.

* *That isn’t the point*.
* *That’s highly debatable*.
* *That’s highly unlikely*.

## Disagreeing diplomatically (through doubt)

* *Well, I have a different opinion on it*
* *Well , there is an opinion mismatch*
* *I’m not so certain as I have few doubts*
* *I’m inclined to disagree with that…*
* *Well, I’m not sure whether you can really …*
* *I wonder whether that’s the case*.
* *Hmmm, I’m not sure about that..*
* *I’m not sure (that) it works like that*.
* *I’m not so sure about that*.
* *Well, I don’t know…*
* *Well, it depends…*

## Disagreeing in part (appeal to logic)

* *Not necessarily*
* *That doesn’t necessarily follow*.
* *That’s not necessarily true*
* *That isn’t strictly true*.

# Countering

## Countering directly (through antithesis)

* *But*
* *But who can say that …?*
* *But why* …?
* *But if* …
* *But surely*, …

## Countering politely (through agreement followed by antithesis)

* *Yes, but remember that*
* *Yes, but it isn’t that* …

## Countering politely (through partial agreement followed by antithesis)

* *That may be so*, but …
* *That may be true*, but …
* *That may be so*, …
* *That might have been the case once, but* …
* *Well, maybe they do, but* …
* *You may be right* about …, *but* ..
* *Maybe…But the problem is…*
* *That’s a good idea, but…*
* *That’s a good point, but…*
* *I’d love to, but…*
* *That would be great, except that…*
* *That may be so, but…*
* *Possibly, but…*
* *…, but what I’m concerned with is…*
* *…, but what I’m afraid of is…*
* *…, but what bothers me is…*
* *…, but what I don’t like is…*
* *…, but what I’m concerned with is…*

## Countering using " after all" " at least" "even so" both for concession and antithesis

* … *After all*, …
* *At least there’s …*
* *But at least…*
* *Well, even so, …*

# Logical Argument

## Questions or conclusions based on conditions with "if"

* *If …, why don’t they just …?*
* *What if …?*
* *And what happens if …?*
* *What would happen then if …?*
* *If that is so…, (then) ….*
* *That would be true if…*
* *You would be right if…*
* *That would make sense if…*
* *It’d be O.K. if …*

## Questions based on conditions with sentence adverbials "then" and "so "

* *But if you… Then how do you go about …?*
* *Then can you tell me what’s wrong with …?*

# Expressing Cause and effect

## Cause

* *The reason why… is …*
* *The reason why … is that …*
* *Due to …,…*
* *Because…*
* *Because of…*
* *Because…,*
* *Since…,*
* *…is why…*

## Result

* *For this reason,…*
* *For this reason alone, …*
* *Owing to this, …*
* *This is why …*
* *That’s why…*
* *This is the reason why …*
* *Therefore*
* *So*
* *As a result*
* *Consequently,…*
* *Thus,…*

# Clarification

## Asking someone to repeat

* *Pardon me?*
* *Pardon?*
* *Excuse me?*
* *Sorry?*
* *I’m sorry?*
* *I beg you pardon?*
* *Could you say that again?*
* *Would you repeat that please?*
* *Would you mind repeating that please?*
* *Sorry, what did you say?*
* *Sorry, what was that?*
* *What’s that again?*

## When you can’t follow the logical progression in someone’s argument

* *I lost u*
* *You lost me there.*
* *I’m not following.*
* *I don’t follow.*
* *I didn’t get that.*

## Asking for clarification through short Yes/No Questions inviting illustration or example.

* *Can you be a bit more specific?*
* *And are they right?*
* *Does that make it ok?*
* *Are you saying that* …?.
* *Are we talking about* …?

## Clarification through "What" or " How"

Questions inviting illustration or example.

* *Can you explain why …?*
* *Can you explain the reason Is there*
* *What’s wrong with that?*
* *What’s wrong with* …?.
* *What do you mean*?
* *What do you mean by* …?
* *What are you trying to say?*
* *In what way?*
* *How do you mean?*
* *Why do you say that*?.
* *Why is that*
* *Why not?*
* *Why do you think that?*

## Giving clarification / Reiteration through reference to subject

* *I’m talking about* …
* *I’m saying that* …
* *What I’m saying is that* …
* *The whole point of this is that…*
* *That’s what this discussion’s about*.
* *I’m talking about …*

## Giving clarification after misunderstanding

* *What I mean is…*
* *What I meant is…*
* *What I’m saying is…*
* *What I’m trying to say is…*
* *Don’t get me wrong…*
* *Don’t misunderstand me…*
* *Let me put it another way, …*
* *That’s not what I said…*
* *That’s not what I meant*
* *What I said was…*
* *What I really said/mean/meant…*
* *You must have misunderstood me…*
* *Let’s get it straight…*

# Illustrating a point

* *For example, …*
* *For instance, …*
* *Take for example …*
* *A classic example of this is…*
* *A classic example of this would be…*
* *To illustrate my point…*
* *Let me give you an example…*
* *Just as an example, let me …*

# Expressing solutions and alternatives

* *The solution is to* … *Then you will* ...
* *The best way to … is …*
* *To …*, *you really have to* ….
* *There are many choices*. *You can* … *You can* …....
* *Alternatively, …*
* *Instead,* …
* *The alternative is*…

# Interrupting

## Polite interruption

* *Sorry, but…*
* *May I say something?*
* *May I add something?*
* *May I ask a question?*
* *I’d like to say something about that*

## Holding the floor

* *Can u let me speak for a while?*
* *Can u let me finish my statement?*
* *Hold on*
* *Hold on a second*
* *Yes, I was about to mention that.*
* *Well, I was about to come to th.t*
* *Sorry, I haven’t finished yet*
* *… I haven’t made my point yet*
* *… I’m about to make my point*
* *… I’m almost done*
* *… If you could just give me a second*
* *... If you let me finish, I’ll tell you!*
* *Please let me finish*
* *Could you wait until I’m done?*
* *I’m talking here!*
* *Would you let me finish?*
* *Would you hold on a second?*

## When two people start speaking at the same time

* *Please*
* *Go ahead*
* *You first*
* *Please, I can wait*
* *It wasn’t all that relevant*
* *It wasn’t important*
* *Never mind.*

# Specific cases

* *In that case*
* *In that respect*
* *If you are talking about…, then…*
* *As far as that goes…*
* *On that point…*

# Exceptions

* *There are exceptions, of course…*
* *One should mention, or course…*
* *An exception to that is…*
* *This does include…*
* *Except of course…*
* *One exception is…*
* *Another exception is…*

# Getting back to the point

* *Anyway*
* *In any case,…*
* *To return to…*
* *Returning back to…*
* *To get back to the point…*
* *Let’s get back to the point…*
* *Where was I?*
* *What were we talking about?*

# Generalizations

* *Generally,…*
* *In general, …*
* *As a rule,…*
* *Usually,*
* *Typically,*
* *By and large,*
* *On average,*
* *Generally speaking,*
* *Speaking in general terms,…*

# Conclusions

* *To make a long story short,…*
* *So in short,…*
* *So you see…*
* *So, finally,…*
* *So,…*
* *All in all,…*
* *In the end,…*
* *To conclude,…*
* *To sum up,…*
* *To summarize,…*
* *Summing up, …*
* *To put it simply,…*
* *To put it in a few words, …*
* *In a nutshell,…*
* *In brief, …*
* *To be brief,…*

# Soliciting feedback

## Making sure that you have the listener’s attention.

* *Right?*
* *You know?*
* *(you) know what I mean?*
* *You understand?*
* *Got me? Or are u getting me?*
* *Got it?*
* *Were u able to follow?*

## Making sure that the listener is following your explanation or logical argument.

* *(are) You following?*
* *Are you following me?*
* *Are you with me?*
* *Okay so far?*
* *Do you understand so far?*
* *Have u understood?*
* *Have you got it?*
* *(It) Makes sense, right?*

## Reminding the listener of something you said earlier.

* *Remember?*
* *Remember when I said...?*

# Providing feedback

## Keeping the conversation

* *Right*
* *Okay*
* *Yeah*
* *I know what you mean.*
* *I know.*
* *I see...*
* *Of course*
* *That’s normal*
* *True*

## Keeping the conversation by asking the speaker to provide more information.

* *Yes?*
* *And?*
* *Well?*
* *So?*
* *Then...*
* *And then?*
* *Such as...?*
* *Mh hmn*
* *Uh-huh*

## Keeping the conversation by showing surprise.

* *Really?*
* *Is that right?*
* *I didn’t know that!*
* *Wow!*
* *Are you sure?*
* *How do you know?*
* *How do you know that?*
* *Who told you that?*
* *No way!*
* *No!*
* *(are) you serious?*
* *For real?*
* *How’s that possible?*

# Explanations

* *Let’s see...*
* *Ok!*
* *Let me put it this way*
* *Let me put it another way.*
* *Let me see if I can explain it for you*
* *Here’s the thing.*
* *Here is what I mean.*
* *This is what I want to say.*
* *I’ll try to explain.*
* *Let me try again.*
* *Here’s what you need to know/remember*

# Thank you

Thanks for connecting, I know u are busy, I appreciate the time u spent with us