

LearnEnglish Select Upper Intermediate

6.5 Finalising the launch plans

Useful language

Summing up

In conclusion,
Our key concern is ...
Taking everything into account ...
All things considered ...
All in all ...
On the whole ...

Checking for approval

I just wanted to be absolutely sure
Are you happy with ... ?
Does that meet with your approval?
I'd really welcome any comments you have.
Feel free to suggest an alternative.
I hope you don't mind, but ...

Dealing with questions

That's a good question.
Let me get back to you on that.
I'll need to check with ...
That was going to be my next (question/point).

Expressions with make/ take

Make: amends, certain, (every/an) effort
Take: photos, (your) time, a break, responsibility for

Grammar

Indirect question forms

Indirect questions ask for the same information as direct questions, but in a more polite way. We use indirect questions in professional situations, or with people we don't know very well.

Indirect questions have two parts. The first part is a phrase that lets the listener know the speaker is being respectful and not demanding. The second part features the information the speaker wants to know. The verb comes **after** the subject in indirect questions.

Direct questions	Indirect questions
What is the plan?	Could you tell me what the plan is?
Is the marketing manager available?	Could I ask if the marketing manager is available?
When is the launch starting?	Do you mind if I ask when the launch is starting?
Why is the presenter late?	Can I ask why the presenter is late?

Check my progress

Are these statements true for you? If not, go back and do some activities from the unit again.

	Yes	No
I can discuss a revised plan with a client.	<input type="checkbox"/>	<input type="checkbox"/>
I can deal with questions and concerns.	<input type="checkbox"/>	<input type="checkbox"/>
I can check politely for approval.	<input type="checkbox"/>	<input type="checkbox"/>