



E-TALKING BEST FOR YOU



## Discussing and Suggesting Solutions

At some point in their life, everybody is asked to find a solution to a problem. This might be a friend asking for advice, a domestic issue you need to deal with, or something that is work related. Coming up with a solution to a problem is a difficult skill however, and this lesson will focus on solutions in the work place.

**START** 



Lets check whether you know each following word.



**Information** (noun) Facts about something.

Attempts (noun) To try and do something.

Past (adjective) Before the time of speaking; already finished.

Brainstorm (noun) A group thinking session.

**Problem** (noun) An issue that may hinder a project.

# Vocabulary



### Find Out All You Can About The Problem

If your boss asks you to come up with a solution to something, the first step should be to get as much information as you can from your boss. Some of the information you should find out includes:

- 1. What exactly is the problem that needs to be solved?
- 2. Why is it a problem and what caused it?
- 3. Why does it need to be solved?
- 4. What attempts have been made to solve it in the past?

### Brainstorm

Once you have the relevant information, the next step should be to sit down and brainstorm as many solutions to the problem as possible. Write them all down and once you have a large number, look at them carefully and dismiss the ones which wouldn't work or which would be too costly or difficult. You will then be left with a good choice of solutions to attempt. Pick the best three first.





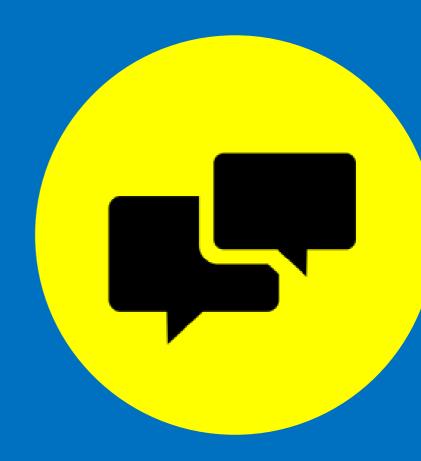
Have a go at brainstorming. Your boss wants a new name for a computer firm, brainstorm and list as many names as you can.

### REVIEW DISCUSSION

Have you had many experiences with finding solutions

to problems?

Did you mostly succeed or fail?





Explain to the class a time when you had to come up with a solution to a problem and what steps you took to solve it.



Complete the sentences using the vocabulary words

from this lesson:



#### information / attempts / past / brainstorming / problem

- \_\_\_\_\_ is a planning method used to come up with a number of ideas quickly.
- 2. Coming up with a solution to a \_\_\_\_\_ is a useful skill to have.
- 3. I have had many \_\_\_\_\_ at solving this problem but I failed each time.
- 4. You can learn from \_\_\_\_\_ mistakes.
- 5. Before solving a problem, you need the relevant \_\_\_\_\_\_.



## **ASSESSMENT**

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# Thank you!



