

Daily Work and Business Communication

Daily Conversation

Content

1. Taking part in a meeting/ group discussion
2. Quiz
3. Discussion

TAKING PART IN A MEETING/ GROUP DISCUSSION



Meeting/ Group discussion Participation

What **functional language** do you
usually use in **a business
meeting/ a group discussion?**

Functional language

is the language that you need in different day-to-day situations
(ngôn ngữ chức năng)

Meeting/ Group discussion Participation

- Asking for opinions
- Giving opinions
- Agreeing
- Disagreeing
- Making suggestions
- Interrupting
- Dealing with interruptions
- Making proposals
- Rejecting proposals

Discussion language: Opinions

a) giving opinions

It'd be (much) better if (everyone bought ...)
I just don't think it's right that ...
One argument in favour of (being vegetarian) is that ...
I think people should (have the right to) ...

c) clarifying your position

No, that's not what I'm trying to say.
What I meant was ...
No, that's not what I meant.
All I'm saying is that ...

b) giving the opposite opinions

Maybe, but I don't see how (we) can ...
Fair enough, but I still think that ...
Yes, but then again, ...
Well, some people would argue that ...

d) giving yourself time to think

That's an interesting point.
I've never really thought about that.
Um, let me think.
It's hard to say.

- clarifying your position

- giving opinions

- giving yourself time to think

- giving the opposite opinions

Meeting/ Group discussion Participation

Asking for opinions

How do you feel about ... ?
What do you think?
What's your opinion?
What's your view?

Giving opinions

I think ... / I don't think ...
In my opinion ...

Agreeing

That's true.
I agree.
Absolutely / Exactly.
I think so too.

Disagreeing

I see / know what you mean, but ...
I'm afraid I can't agree.
Maybe, but ...

Making suggestions

I think we should ...
How about ... ?
Why don't we ... ?
Maybe / Perhaps we could ...

Meeting/ Group discussion Participation

NOTE

Disagreeing:

Instead of expressing direct disagreement,
a speaker may at least acknowledge others' ideas and, then, state his/ her opinions:

- That's possible. But I also have another idea about that. Would you want to hear?
- That's an interesting idea. But I'm not sure about (a problem). How about....?

Meeting/ Group discussion Participation

Interrupting

Could I just say something?
Excuse me, but could I just say ...

Asking for clarification

How do you mean, ...?
What exactly are you saying?
What exactly do you mean?
Are you saying we need to ... ?
Sorry, I don't follow you.
Can you explain in more detail?

Clarifying

What I mean is ...
What I'm saying is ...
No, I was thinking of ...
To be more specific ...
To clarify ...

Dealing with interruptions

Hold on. Can I finish the point?
Let Stefan finish, please.
I'd like to finish if I may.
Just a moment ...

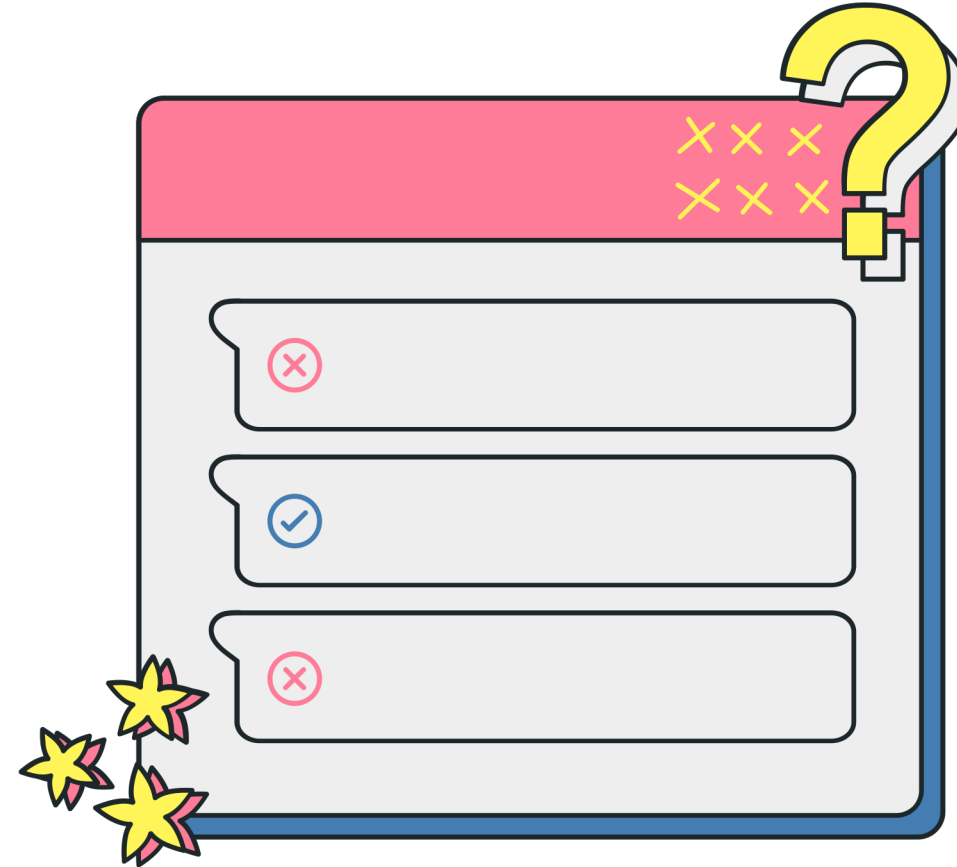
Making proposals

I suggest ...
I propose that ...
How about ...
We could...

Rejecting proposals

Sorry, I don't think it's / that's a good idea.
I'm not sure I agree with you there.
It / That just won't work.
Well, I'm not happy about it/that.

QUIZ



1

Your teammate tells you about his plan for the party of your class. He asks for your opinion.

What you should not say:

- A. I agree. That's a great idea.
- B. I'm not sure about that because ...
- C. I disagree with you.
- D. I couldn't agree with you more!

1

Your teammate tells you about his plan for the party of your class. He asks for your opinion.

What you should not say:

- A. I agree. That's a great idea.
- B. I'm not sure about that because ...
- C. I disagree with you.
- D. I couldn't agree with you more!

2

The interviewer tells you the question, but you do not understand what he said because he speaks English too fast.

You want him to repeat the question.

What you should not say:

- A. I'm sorry, could you say that again?
- B. Sorry, say that again!
- C. Excuse me, could you repeat that, please?
- D. Sorry, would you mind repeating your question?

2

The interviewer tells you the question, but you do not understand what he said because he speaks English too fast.

You want him to repeat the question.

What you should not say:

- A. I'm sorry, could you say that again?
- B. **Sorry, say that again!**
- C. Excuse me, could you repeat that, please?
- D. Sorry, would you mind repeating your question?

3

You are talking with your co-worker, but he keeps interrupting you.

What you should not say:

- A. Hold on. Can I finish the point?
- B. Stop interrupting me.
- C. I'd like to finish if I may.

3

You are talking with your co-worker, but he keeps interrupting you.

What you should not say:

- A. Hold on. Can I finish the point?
- B. Stop interrupting me.
- C. I'd like to finish if I may.

DISCUSSION



Developing your answers

Questions

Answers

Example

Reason

- For example, we could ...
- For instance, they should ...
- By way of example, maybe we could ...
- A typical example of this is ...

- The reason why I think that is ...
- One reason for this is that ...
- A good reason for ... is that ...
- What I mean is ...

Developing your answers

Questions

What should be done to people caught hunting illegally?

Answers

In my opinion, I think people caught hunting should pay all the money they made to charities that help to protect animals.

Example

For example, I read that the government in Kenya took money from people who were caught buying animals' furs.

Reason

The reason why is that it will help charities better protect wild animals, and hopefully make hunting more difficult.

Discussion

Choose a topic and discuss with your partner

education

social media

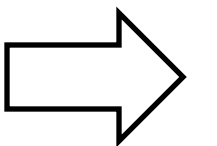
advertising

work

technology

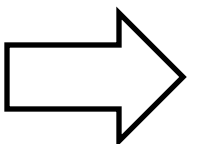
Education

Is college necessary for everyone?



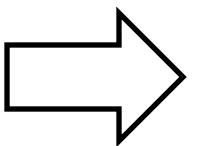
Social media

What are the pros and cons of using social media?



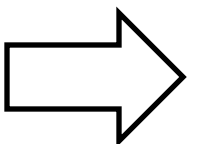
Work

True fulfilment can only come with a job you love. Do you agree or not?



Media & Advertising

Advertising causes more harm than good.



Technology

Will the development of technology harm
or benefit human?

