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## 16 Discussions: Exercises

**16.1** Without looking back at the mind map, think of just one word to fill each gap.

- There is another \_\_\_\_\_ of \_\_\_\_\_ at this.
- Right, let's get down to \_\_\_\_\_.
- \_\_\_\_\_ back to what you said earlier.
- I think we're losing \_\_\_\_\_ of the main \_\_\_\_\_.
- Could I \_\_\_\_\_ interrupt for a \_\_\_\_\_?
- Could you be a little more \_\_\_\_\_?
- What exactly do you mean \_\_\_\_\_ 'more expensive'?
- Sorry, if I can \_\_\_\_\_ finish, I was saying that ...
- Could I \_\_\_\_\_ back to you \_\_\_\_\_ that?
- Was that the \_\_\_\_\_ of thing you had in \_\_\_\_\_?
- Does that make \_\_\_\_\_?
- Well, let me \_\_\_\_\_ it another way.

**16.2** Match each phrase in exercise 16.1 with one of the uses 1–12.

- You want to change the focus. ☒ a
- You want to block the other person's change of focus and return to the main issue. ☐
- You want to interrupt. ☐
- You want to block an interruption and continue. ☐
- You want to begin the discussion. ☐
- You want to return to an earlier point. ☐
- You want to buy time after a question. ☐
- You want more detailed information because the other person is being vague and general. ☐
- You want to clarify one particular word or concept. ☐
- You want to clarify what you just said by saying it again more simply and clearly. ☐
- You want to clarify what the other person wants, using vague language to avoid putting them under pressure. ☐
- You want to check the information you gave was clear. ☐

**16.3** Cover exercise 16.1 with a piece of paper. Then fill in the gaps using the prepositions in the box.

about at back back down in of of  
of of on on over to to to to

- Right, let's get \_\_\_\_\_ business.
- Okay, let's move \_\_\_\_\_ the next point.
- There is another way \_\_\_\_\_ looking \_\_\_\_\_ this.
- Going \_\_\_\_\_ what you said earlier.
- I think we're losing sight \_\_\_\_\_ the main point.
- Could I get \_\_\_\_\_ you \_\_\_\_\_ that?
- Could you tell me a little more \_\_\_\_\_ it?
- What sort \_\_\_\_\_ price were you thinking \_\_\_\_\_?
- What exactly did you have \_\_\_\_\_ mind?
- Could you go \_\_\_\_\_ that again please?

**16.4** Find a phrasal verb (eg *take off* or *look forward to*) in exercise 16.3 that means:

- start doing something seriously get down to
- stop doing one thing and begin doing another \_\_\_\_\_
- return to a subject \_\_\_\_\_
- speak to someone at a later time \_\_\_\_\_
- repeat something in order to understand it \_\_\_\_\_

**16.5** Match the beginning with the end of each phrase.

- |                                 |                     |
|---------------------------------|---------------------|
| a) You're absolutely _____      | a point, but ...    |
| b) Yes, I'm in favour _____     | I see it.           |
| c) That might be worth _____    | right.              |
| d) I agree with you up to _____ | agree to that.      |
| e) I can see one or two _____   | so?                 |
| f) I'm sorry, I can't _____     | of that.            |
| g) Really? Do you think _____   | problems with that. |
| h) That's not how _____         | trying.             |

**16.6** Write each phrase letter from exercise 16.5 in the grid below.

	with someone	about something
Agreement	1 <u>a</u>	5 _____
Half agreement	2 _____	6 _____
Polite disagreement	3 _____	7 _____
Disagreement	4 _____	8 _____

**16.7** Complete each mini-dialogue using the phrases in the box.

Can I get back to you on that? Yes, exactly.  
I think we're losing sight of the main point.  
Shall we move on? Let me put it another way.

- A: Yes, I think that would work very well.  
B: So that's decided, then. \_\_\_\_\_
- A: Are we going to have a hot buffet at the product launch or just finger food?  
B: \_\_\_\_\_ Some major issues are still unresolved – like the advertising campaign.
- A: The price is okay, but what about shipping times? Can you deliver by the end of April?  
B: I don't know right now. \_\_\_\_\_
- A: So are you saying you want me to transfer to the Madrid office?  
B: \_\_\_\_\_ It would be a great opportunity for you.
- A: So are you saying I have to transfer to the Madrid office?  
B: Well, \_\_\_\_\_ You don't have to, but it would be a great opportunity for you.