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16.8 The words *offer*, *suggestion* and *proposal* are often misused. Match each with an explanation:

- 1 _____ – an idea or plan, perhaps quite tentative and vague
- 2 _____ – an idea or plan, more formal and definite, and usually one that a group has to consider
- 3 _____ – a statement saying you will give something to someone (used mainly in negotiations)

16.9 Match each item on the left with one on the right that has a similar meaning.

1 put forward	take up (a suggestion)
2 accept	think of (a suggestion)
3 reject	make (a suggestion)
4 come up with	dismiss (a suggestion)
5 take part in	tackle (an issue)
6 come to	bring up (an issue)
7 raise	be involved in (a discussion)
8 deal with	open it up for (discussion)
9 reconsider	reach (a decision)
10 throw it open for	reassess (a decision)
11 a sensible	feasible (suggestion)
12 a sensitive	reasonable (suggestion)
13 a realistic	ridiculous (suggestion)
14 a minor	difficult (issue)
15 an absurd	side (issue)
16 a constructive	in-depth (discussion)
17 a hard	fruitful (discussion)
18 a detailed	initial (discussion)
19 an easy	tough (decision)
20 an exploratory	straightforward (decision)

16.10 Cover exercise 16.9 with a piece of paper. Then fill in the missing letters.

- 1 She was the only person to c _ _ _ u _ w _ _ _ a fea _ _ _ le suggestion.
- 2 I think we should ta _ _ u _ his suggestion – it sounds very rea _ _ _ _ _ le to me.
- 3 He p _ _ fo _ _ _ d a ri _ _ _ _ _ ous suggestion about going to the CFO and asking for a bigger budget.
- 4 I need to b _ _ _ g u _ a rather sen _ _ _ _ _ e issue.
- 5 It's a difficult issue, but we'll have to t _ _ _ le it one day.
- 6 I've been inv _ _ ved i _ the expl _ _ _ _ _ ry discussions, and now we're ready to call a formal meeting.
- 7 I thought the conference was going to be a waste of time, but in fact I t _ _ k p _ _ _ i _ some very fr _ _ _ _ _ l discussions.
- 8 You've all read my summary, so now I think we can o _ _ _ it u _ f _ _ a more in-d _ _ _ h discussion.
- 9 We finally r _ _ _ _ ed a decision, but it was a t _ _ _ gh one to make.
- 10 It should be a relatively str _ _ _ _ _ _ _ _ _ rd decision.

16.11 Put a tick (✓) if the sentence is grammatically correct. Put a cross (X) if it is not.

- 1 I suggested a different idea. ☐
- 2 I suggested him a different idea. ☐
- 3 I suggested a different idea to him. ☐
- 4 I suggested using another approach. ☐
- 5 I suggested to use another approach. ☐
- 6 I suggested we should look at alternatives. ☐
- 7 I suggested it we should look at alternatives. ☐

(Note: *propose* and *recommend* have the same patterns)

16.12 One item in each group does not collocate with the verb. Cross it out.

- 1 hold a meeting / all the cards / an opinion / a proposal / sb responsible for sth
- 2 take part in a discussion / an effort to do sth / a decision / up a suggestion / another approach
- 3 reach an agreement / a compromise / a dead-end / a decision / a demand
- 4 raise awareness of the issue / a difficult challenge / the matter later / an important objection / an interesting question
- 5 meet a challenge / a deadline / an issue / a need / an objective

Speaking / Writing practice

- Work in small groups. Have a discussion on one of the topics below.

- Computer games and children
- Fast food
- Genetic engineering
- Clean energy
- Working from home
- The future of Russia (or China)
- Euthanasia
- Transport issues in my city
- My favourite leisure technology
- UFOs
- Destruction of the environment
- Immigration
- Global warming
- Emotional intelligence
- The uses of location-based (satellite) technology
- Save the tiger! Save the panda! Why? We manage OK without the dinosaur.

Or Any current general / business news item

- When you finish, write the script for a part of the discussion that was interesting. Feel free to add other points – it is a language exercise, not a memory exercise.