



## 5 Listen to George Finch's presentation again and complete the sentences.

- 1 Overall, our sales performed \_\_\_\_\_ in the last quarter.
- 2 Sales were up here, for the reason that the telecoms team performed \_\_\_\_\_.
- 3 Pharmaceuticals was at the other end of the scale. Sales performed \_\_\_\_\_ here.
- 4 The guys on the finance team performed \_\_\_\_\_, as ever.
- 5 The IT sector performed \_\_\_\_\_.

Now write the phrases with **performed** on the scale. The first one has been done for you.

performed	performed	performed well	performed
_____	_____	_____	_____

●
●
●
●

## 6 Match the two parts to make sentences and questions.

- |                              |                                                  |
|------------------------------|--------------------------------------------------|
| 1 Are you saying that we     | a a point here?                                  |
| 2 Can we come back           | b about that point?                              |
| 3 Could I just               | c promise we'll come right back to you.          |
| 4 Could I make               | d interrupt you there?                           |
| 5 Do you think that          | e should cancel our stand at the trade fair?     |
| 6 Hold on a moment,          | f to make a point here?                          |
| 7 If I understand correctly, | g to your point in a minute?                     |
| 8 Just a moment, please. I   | h we should increase our marketing budget?       |
| 9 What do you think          | i please. We'll come back to you soon.           |
| 10 Would you like            | j you're saying that we should end the contract. |

Which sentences (1–10) can be used ...

- a to interrupt someone to make a point? \_\_\_\_\_
- b to ask for other people's opinions? \_\_\_\_\_
- c to stop someone from interrupting? \_\_\_\_\_
- d to clarify someone's point? \_\_\_\_\_

## 12 Work with three partners to practise exchanging opinions. Look at the Useful Phrases before going to the Partner Files.

### PARTNER FILES

Partner A File 6, p. 57  
 Partner B File 11, p. 58  
 Partner C File 17, p. 60  
 Partner D File 16, p. 59

#### USEFUL PHRASES

##### Asking for opinions

Do you agree?  
 What do you think about that?  
 Would you like to give us your views on this?  
 Would you like to comment on that?  
 Do you think we should ...?

##### Agreeing

I think you're right.  
 That's right.

##### Agreeing strongly

Absolutely. I think that's a fantastic idea.  
 I agree completely.  
 Yes, that's definitely true.

##### Agreeing tentatively

I think what you're saying is true up to a point.  
 I suppose that might be true.  
 I guess I see what you mean.

##### Disagreeing

No, I think you're wrong there.  
 I'm afraid I can't agree with you there.  
 I don't think that's true.  
 Yes, but ...  
 I completely disagree.

##### Making positive suggestions

How about if we ...?  
 Couldn't we just ...?  
 Why don't we ...?  
 What about if you ...?

## 13 Put the words in the right order to make sentences with expressions from this unit.

- 1 that about what think you do ?
- 2 good that's very suggestion a yes
- 3 be sure not honest so that I'm about to
- 4 to agree point I a up
- 5 that all afraid don't at with agree I I'm
- 6 we about visit person if company the how in ?

#### QUICK MEETING

You are organizing a barbecue for twenty people. You want to provide hamburgers in warm rolls, baked potatoes, salad, chilled wine, and soft drinks. You want to sit down to eat at 2 p.m. You have the barbecue equipment but nothing else.

Work in pairs to prepare a project management plan. Remember: some tasks can happen simultaneously. What time do you need to start?