

## Day 42

## Vocab Review

Fill in the blanks.

1. The people at the back of the hall j\_\_\_\_\_ed at the speaker.
2. One of her priorities will be to eliminate pay d\_\_\_\_\_ity between men and women for equal work.
3. The committee has d\_\_\_\_\_ated the question at great length.

## 4 Meetings/ Discussions



## Module 4.3 Discussion – Stating and asking for opinion



**LEAD-IN** What is the difference between 'discussion' and 'debate'?



## Listening

Listen and fill in the blanks.

What's the difference between 'debate' and 'discussion'?

A discussion focuses on a specific topic with ..... which are made by plural people trying to establish the ..... of the topic. So normally at company meetings discussions take place. A debate is a formal contest where the 'yes' and 'no' sides of a ..... are ..... by opposing speakers. A debate is combative and one side must ..... win. A discussion is held not as a competition but on equal .....

- Suggest as many ways of asking for opinion and stating opinion as you can.

 Writing

- Choose the most appropriate word from the box. Some unnecessary words are also listed.

have/ tell/ say/ think/ talk/ speak/ views/ time/ opinion

Asking for opinion

1. What do you \_\_\_\_\_ about ... ?
2. I'd like to \_\_\_\_\_ your point of view about ...
3. Perhaps you can \_\_\_\_\_ us something about ...
4. Do you have any \_\_\_\_\_ on ... ?
5. What are your \_\_\_\_\_ about ... ?

- Which phrases (1 – 10) can be used ...
- a to express opinion neutrally
  - b to express opinion more strongly
  - c to express opinion more weakly

Stating opinion

1. I think that ...
2. I definitely think that ...
3. I'm inclined to think that ...
4. It seems to me that ...
5. I understand that ...
6. I feel strongly that ...
7. I'm convinced that ...
8. My view/ idea/ opinion/ thinking is that ...
9. As I see it ...
10. In my opinion/ view ...


**Module 4.5 Discussion – Interrupting**

**LEAD-IN** Imagine that you are in a meeting, and you want to interrupt to ask a question or make a comment. How would you interrupt speakers in a meeting? Think of three possible phrases.


**Listening**

Listen and fill in the blanks.

In a discussion, it is seen as ..... and ..... to interrupt a speaker. But sometimes if you want to ..... or the conversation is ..... off-topic, you feel you should interrupt. Learning to interrupt politely requires ..... and .....

Here's how to do it. First of all, ..... body language to let the speaker know that you have something to say. Make eye contact and he/she may ..... that you want to speak. If you can't get the speaker's attention, raise your hand, or clear your ..... Secondly, avoid interrupting ..... If there is a ..... in the conversation, that is your chance.

- Which phrases (1 – 10) can be used ...
- a to begin an interruption
  - b to begin an interruption more formally
  - c to be followed by a quick question to the speaker
  - d for the speaker to accept the interruption
  - e for the speaker to reject the interruption
1. Can I come to that later?
  2. Could I just comment on that?
  3. Sorry, please let me finish
  4. Sorry to interrupt you but ...
  5. Could I come in here?
  6. Can I just say something about that?
  7. Hold on a moment, please. We'll come back to you soon.
  8. Yes, go ahead.
  9. I apologize for interrupting but ...
  10. Just a moment, please. I promise we'll come right back to you.
  11. Could I make a point here?
  12. Sorry to hold the meeting up but ...

Match each definition (A – E) with today's vocabulary word (1 – 5)

### DEFINITIONS

- A. a short period of calm in which little happens
- B. great skill or style
- C. to speak in support of an idea or course of action
- D. a statement that you strongly believe is true
- E. to say something that interrupts someone who is speaking

1. advocate
2. interject
3. lull
4. finesse
5. assertion

Fill in the blanks.

1. I certainly don't agree with his a\_\_\_\_\_ion that men are better drivers than women.
2. It was a disappointing performance which lacked f\_\_\_\_\_e.
3. After the summer l\_\_\_\_, business has picked up again this month.
4. He i\_\_\_\_\_cted questions throughout the discussion.
5. The Food Standard Agency a\_\_\_\_\_ated a ban on advertising junk food to children.

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