

## 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 is centered on a particular topic with ..... made by two or more people that do their best to establish the ..... of the topic. Hence it normally takes place during meetings such as company meetings. On the other hand, a debate does not take place during meetings like company meetings. In fact, debate is a formal contest in which the affirmative and negative sides of a ..... are ..... by opposing speakers. This is primarily the reason why debate is considered a skill in developing one's communication. A debate is held as a kind of competition when one side must ..... win. On the other hand, a discussion is not held as a competition. It is when everyone participates on somewhat equal ....., centered on a particular topic with assertions made by people that do their best to establish the validity of the topic.

- 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.

Although the art of conversation is a two-way street, interrupting a person who is speaking is often seen as ..... and ..... However, there are times when you need to interrupt to ask a question, offer an opinion, make a correction or ask for clarification. Often, interruptions are necessary if there is something you want to ..... or the conversation is ..... off-topic. Learning to interrupt politely is an important skill in the business world. Although it requires ..... and a bit of ....., you can find ways to interrupt a speaker politely and respectfully.

**Step 1**

..... body language to signal to the speaker that you have something to add to the conversation. Look the speaker directly in the eye and he may ..... that you want to speak. If making eye contact isn't enough to get the speaker's attention, raise your hand slightly, sit forward on your seat, cough quietly or clear your .....

**Step 2**

Wait patiently and avoid interrupting ..... If possible, wait until the speaker completes a thought or pauses between sentences. If there is a ..... in the conversation, use the opportunity to ..... your comment, question or opinion.

➤ 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.