

## Day 43

## Vocab Review

## 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.

## 4 Meetings/ Discussions



## Module 4.6 Discussion – Asking for and giving clarification



## Listening

Listen and fill in the blanks.

Asking for Clarification in a Business Meeting

In attending a meeting, from time to time you may have ..... a kind of ..... at having something ..... to say without knowing how and when to say it.

Speaking up in meetings, to ....., correct someone else, or ask for ....., can be extremely .....

However, if you know some useful phrases at ....., you will feel more ..... in speaking up your thoughts in meetings.

- Which phrases (1 – 13) can be used ...
- a to start asking for clarification
  - b to be followed by a quick question to the speaker
  - c for the speaker to clarify
  - d for the speaker to check that the clarification is sufficient

1. Is that clearer now?
2. What I mean is ...
3. Er ... sorry I'm afraid I don't quite follow you.
4. Could we have some more details, please?
5. Is that okay?
6. What do you mean by ... ?
7. Sorry to interrupt you, but I'm afraid I don't quite understand what you are getting at.
8. Well, it means ...
9. Could you elaborate on that?
10. Let me explain this in more detail ...
11. Could you be more specific?
12. Excuse me, I don't see what you mean.
13. Could you clarify that?

- Complete the following mini-dialogues

Extract 1

A: ... in the penultimate chapter of the book.

B: Er, sorry, can I ask something? \_\_\_\_\_ by 'penultimate'?

A: \_\_\_\_\_, it means 'last but one' or 'not the last, but immediately before the last'. Is that \_\_\_\_\_ now?

B: Yes, thanks.

Extract 2

A: Vehicle manufacturers will increasingly advertise extra safety measures as a USP for their cars.

B: Excuse me, I'm not quite sure \_\_\_\_\_ USP?

A: USP is an \_\_\_\_\_ for 'Unique Selling Point'.

B: Er, could you \_\_\_\_\_ on that?

A: Yes, of course. The USP of a product or service is a particular feature of it which can be used in advertising to show how it is different from, and better than, other similar products or services. Is that okay?

B: Yes, I \_\_\_\_\_ now. Thank you.

- Unscramble the words to make questions that ask for clarification.

1. Sorry/ you/ I'm/ I/ you/ at/ to/ but/ getting/ interrupt/ don't/ afraid/ understand/ are/ what/ quite
2. Could/ that/ on/ you/ elaborate/ ?
3. Excuse/ I/ you/ me/ see/ mean/ don't/ what
4. Could/ specific/ you/ more/ be/ ?
5. Could/ that/ clarify/ you/ ?

## Module 4.7 Discussion – Expressing agreement/ disagreement

### Listening

Listen and fill in the blanks.

It is ..... that people will agree and disagree with one another during meetings. Imagine that you are in a meeting and you disagree with someone over an ..... It's hard to disagree without being ..... How might you make your point .....? In spoken English, just saying "I disagree" is often too ..... Most English speakers use phrases that are ..... to be more polite, or ..... methods to express disagreement. One way to disagree indirectly is simply to say your own opinion. It's common to use the words 'well' and 'actually', which signal that you are going to express a ..... opinion.

- Which phrases (1 – 10) can be used ...
- a to disagree using an apology to introduce your disagreement
  - b to disagree partially
  - c to disagree formally
  - d to disagree indirectly
  - e to disagree using adverbs
  - f to acknowledge the other person's opinion before you disagree
  - g to pretend to be unsure about agreeing
  - h to agree using adverbs

1. I agree up to a point, but ...
2. With all due respect, that account doesn't fit the facts.
3. I see what you're saying but...
4. I respectfully disagree with that assessment,
5. I'm not sure I agree with you about this.
6. I can agree with that only with reservations.
7. Actually, I have my own thoughts about that.
8. That's a valid point, but...
9. Well, in my opinion ...
10. I don't think I have the same opinion as you.
11. I'm sorry but I disagree with you about this.
12. I take your point but ...
13. I am of a different opinion.
14. I completely (absolutely) agree with you on that point.

➤ Complete the following sentences by underlining the correct word from the options given.  
A manager of a company, during a meeting, asked participants to give him [ agreement / feedback / information ] on the presentation that they'd just seen. Some of them said that they [ disagreed / unhappy / prohibit ] with the company's new expansion project. They said that they would be much [ comfortable / happier / prefer ] if there were more time to discuss the project.

- Unscramble the words to express disagreement.
1. Actually,/ that/ I/ about/ own/ my/ have/ thoughts
  2. I/ that/ reservations/ agree/ only/ with/ with/ can
  3. With/ facts/ all/ that/ respect/ fit/ due/ account/ the/ doesn't
  4. I'm/ but/ disagree/ this/ with/ about/ you/ sorry/ I
  5. I/ I/ you/ don't/ the / as/ think/ have/ opinion/ same

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

#### DEFINITIONS

- A. wrong or false
- B. certain to happen and unable to be avoided
- C. to change something in order to improve it
- D. making you feel frightened or nervous
- E. unpleasant

1. modify
2. disagreeable
3. erroneous
4. inevitable
5. intimidating

**Fill in the blanks.**

1. She can be very i\_\_\_\_\_ating when she's angry.
2. The accident was the i\_\_\_\_\_able consequence of carelessness.
3. She said some very d\_\_\_\_\_eeable things.
4. The plans will have to be m\_\_\_\_\_ed to reduce costs.