

## GBS Day43

Fill in the blanks.

**Answer Key:** 1. assertion 2. finesse 3. lull 4. interjected 5. advocated

### Listening

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

Speaking up in meetings, to (interrupt), correct someone else, or ask for (clarification), can be extremely (frightening).

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

➤ Which phrases (1 – 13 ) can be used . . .

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?

**Answer key:**

- a 3, 7, 12
- b 4, 6, 9, 11, 13
- c 2, 8, 10
- d 1, 5

➤ Complete the following mini-dialogues

Extract 1 **Answer key:** What do you mean/ Well / clearer

Extract 2 **Answer key:** about/ abbreviation/ elaborate/ understand

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

**Answer key:**

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

### Listening

It is inevitable 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 issue. It's hard to disagree without being disagreeable. How

might you make your point politely? In spoken English, just saying “I disagree” is often too direct. Most English speakers use phrases that are modified to be more polite, or indirect 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 contrasting opinion.

- Which phrases (1 – 10 ) can be used . . .
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.
- I completely (absolutely) agree with you on that point.

**Answer key:**

- a 11,
- b 1, 6,
- c 2, 13
- d 7, 9,
- e 4,
- f 3, 8
- g 5, 10, 12
- h 14

- Complete the following sentences by underlining the correct word from the options given.

**Answer key:**

A manager of a company, during a meeting, asked participants to give him feedback on the presentation that they’d just seen. Some of them said that they disagreed with the company’s new expansion project. They said that they would be much happier if there were more time to discuss the project.

- Unscramble the words to express disagreement.

**Answer key:**

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

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

**Answer Key:**

A- 3; B- 4; C-1; D-5; E-2;

Fill in the blanks.

**Answer Key:** 1. intimidating 2. inevitable 3. disagreeable 4. modified