

**CONVERSATION:**

**May:** Good morning everyone. I will just make this meeting fairly brief. We know for a fact that the deadline for the submission of the advertising materials is fast approaching. Regretfully, we only got less than a half of the expected number of materials.



**Ken:** Yes, May. We realized that problem. We could have avoided such situation if the printer was functional.

**May:** Have you considered having the printer fixed at the soonest possible time?

**Ken:** We actually thought of that but the main problem is everyone's too busy to stand up from their desk to have the printer fixed.

**May:** Ok, then. I'll have someone else to do that instead. How about the designs? I expected to see at least 10 designs.

**Alan:** Can I add something? I think it would also be better to designate an individual to do the printing instead of everybody doing the task. In this way, the rest of the team will only focus to designing the advertising materials.

**May:** I hadn't thought of that before. Could there be anyone to volunteer for the task?

**Ken:** I think I can do that.

**May:** Ok, then. I'm hoping to have a positive outcome of this meeting.

## USEFUL PHRASES

- \*That's interesting. I think that...
- \*Interesting point.. I would add...
- \*I hadn't thought of that before.
- \*Questions can be also be a useful way of bringing new ideas into a conversation:
  - \*What do you think about....
  - \*Have you considered...
  - \*What about...
- \*Sometimes a more direct approach is appropriate:
  - \*Can I add something?
  - \*(DO you) mind if I interject something?



## ACTIVITY

Try to give your comment to the following ideas. Explain each ideas and add your own opinion. Use the expressions above.

1. "I hope you are all in serious debt or financial trouble. If you are, you will be successful"
2. There is very little profit in talking a good talk if you can't deliver the goods
3. As long as you are looking for obstacles, that is what you will find. If you are inclined to look up, life will be a highway leading to your dreams.