



Module 1 - Task 3: Panel meeting to hire a new project manager

Activity 3: Language for participating in a meeting

1. Look at the following list of typical functions of participating in a meeting.
In pairs, think of one or two phrases for each function.

Some functions:

Giving opinions

Asking for opinions

Agreeing

Disagreeing

Suggesting

Clarifying

Asking for repetition

Correcting information

Interrupting

Preventing interruptions



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2. Look at the list of phrases below and categorize them according to their functions and levels of formality.

The first example has been done for you.

Phrases:	Functions:	More formal	More informal
I couldn't agree more.	AGREEING	x	
That's not what I mean.			
You're wrong.			
Sorry to interrupt, but ...			
We haven't heard from you yet, Mark.			
I missed that. Say again.			
Let me elaborate on this point ...			
How about ...?			
I tend to think that ...			
Let me just finish ...			



3. Look at the grid below and compare your answers in 2. with the information in the grid

Language for participating in meetings

Function	Mode	Phrase
GIVING OPINIONS	<i>more informal</i>	<i>I guess ...</i>
	<i>more informal</i>	<i>I reckon ...</i>
	more formal	In my opinion ...
	more formal	I tend to think that ...
	more formal	I would suggest that ...
	more formal	From my point of view ...
ASKING FOR OPINIONS	<i>more informal</i>	<i>Mark, how about you?</i>
	more formal	We haven't heard from you yet, Mark.
	more formal	Would you like to add anything, Mark?
AGREEING	<i>more informal</i>	<i>Exactly!</i>
	<i>more informal</i>	<i>That's right</i>
	more formal	I totally agree.
	more formal	I couldn't agree more.
	more formal	That's a good point.
DISAGREEING	<i>more informal</i>	<i>No way!</i>
	<i>more informal</i>	<i>You're wrong.</i>
	more formal	I don't think that's right/true.
	more formal	I'm afraid I can't agree with you.
	more formal	To a certain extent I agree, but ...
	more formal	I see what you're saying, but ...
SUGGESTING	<i>more informal</i>	<i>How / what about ...</i>
	more formal	I suggest / recommend that ...
CLARIFYING	<i>more informal</i>	<i>Let me explain ...</i>
	more formal	Let me elaborate on this point ...
	more formal	Let me clarify this issue...
ASKING FOR REPETITION	<i>more informal</i>	<i>I missed that. Say again.</i>
	<i>more informal</i>	<i>What do you mean?</i>
	more formal	I'm afraid I didn't understand that. Could you repeat it, please?
CORRECTING INFORMATION	<i>more informal</i>	<i>That's not what I mean.</i>
	more formal	I'm afraid you don't quite understand what I'm saying.
INTERRUPTING	<i>more informal</i>	<i>Just one thing ...</i>
	more formal	Sorry to interrupt, but ...
	more formal	If I could just come in here ...
PREVENTING INTERRUPTIONS	<i>more informal</i>	<i>Let me just finish ...</i>
	more formal	Sorry, but if I could just finish what I was trying to say ...



Module 1 - Task 3 - Activity 3: SUGGESTED ANSWERS

2. Look at the list of phrases below and categorize them according to their functions and levels of formality.

Phrases:	Functions:	More formal	More informal
I couldn't agree more.	AGREEING	x	
That's not what I mean.	<i>CORRECTING INFORMATION</i>		x
You're wrong.	<i>DISAGREEING</i>		x
Sorry to interrupt, but ...	<i>INTERRUPTING</i>	x	
We haven't heard from you yet, Mark.	<i>ASKING FOR OPINIONS</i>	x	
I missed that. Say again.	<i>ASKING FOR REPETITION</i>		x
Let me elaborate on this point ...	<i>CLARIFYING</i>	x	
How about ...?	<i>SUGGESTING</i>		x
I tend to think that ...	<i>GIVING OPINIONS</i>	x	
Let me just finish ...	<i>PREVENTING INTERRUPTIONS</i>		x
