

## SOME USEFUL LANGUAGE FOR TAKING ACTIVE PART IN DEBATES

### Asking for an opinion

What's your opinion of ...?  
 What's your position/view on ...?  
 What's your reaction to that?  
 How do you feel about this?  
 Any comments, Julia?  
 What do you think about this, Mark?

### Expressing opinions

(strong) **I'm convinced** that we should use an agent.  
**I'm sure** the Japanese market has big potential  
**I have no doubt** (that) the new factory will make life easier.

(neutral) **I (don't) think** we need a bigger sales force.  
**I don't doubt (that)** our financial situation is disastrous at the moment.  
**As I see it**, we must build up our middle management.  
**In my opinion**, we should offer a bonus.  
**In my view**, things will change soon.  
**I believe** women should be encouraged to work shifts.  
**My impression is** that the department has been trying to avoid making a decision.

(tentative) **It seems to me (that)** we should try to diversify.  
**I tend to think** our designs are old-fashioned.  
**I feel** our competitors are more market-orientated.

### Agreeing

(strong) I totally / entirely / completely / absolutely agree (with Thomas).  
 Quite!  
 I couldn't agree more.  
 Precisely! / Exactly!

(neutral) I agree with you.  
 I think you are right.  
 I think we are in agreement on that.  
 That's true.

(tentative) Maybe you're right.  
 I would tend to agree with you on that.  
 I tend to agree.  
 I suppose so.

### Disagreeing

(strong) I don't agree with you at all.  
 I entirely / totally disagree with you.  
 You're quite wrong about that.  
 It's out of the question.  
 That's a very sweeping statement.

### **Expressing reservations**

You have a point (there), but ...  
 I agree to some extent, but ...  
 I suppose you're right, but ...  
 Maybe that's true, but ...  
 Well, perhaps you're right.  
 You may be right, but (I still have my doubts).  
 I don't think I can agree with that.  
 I can see your point, but ...  
 I'm not (so) sure about that.

- (neutral) I don't really think so.  
 I can't say I share your view.  
 That's not how I see it (at all)  
 I can't see that, I'm afraid.  
 I'm afraid I can't agree with you there.  
 I'm afraid I can't go along with you on that.  
 I really must take issue with you here.  
 We'll have to agree to disagree.
- (tentative) I tend to disagree.  
 Do you really think so?  
 With respect, I think that ...  
 I agree up to a point, but....  
 You have a point there, but ....  
 I take your point, but ....  
 I don't think you have considered...  
 I agree with you on the whole, but...  
 To a certain extent I agree with you, but...

**Checking comprehension / reformulating / summarising**

To put that another way, ...  
 If I follow you correctly, ...  
 So what you're saying is ...  
 Does that mean ...?  
 Are you saying ...?  
 In other words, ...  
 What you mean is ...  
 By that you mean that ...  
 Let me just repeat the main points again.

**Making a suggestion**

- (neutral) **I suggest (that)** we buy from the French supplier.  
**Shall we ask** our partners first?  
**Why don't we** try the following?  
**Suppose we** did exactly as planned?  
**I would suggest** strengthening our management team.  
**My suggestion would be to** spend more on R&D.
- (tentative) **We could** sell the business.  
**Perhaps we should** make a takeover bid.  
**It might be worth** setting up a joint venture.  
**What about** appointing a new agent?

**Interrupting**

- Excuse me for interrupting you, but ...  
 If I could just come in here / there (for a moment)...  
 Could I just make a few comments, please.  
 I'd like to comment on that.  
 Excuse me, but may I jump in here?  
 May I add something?  
 Would you mind if I said something?  
 (Excuse me) Can I just say / ask ...?  
 If I may just interrupt you for a moment, I'd like to..

**Returning to a topic**

Anyway, (as I was saying...)  
 To get back to what I was saying ...  
 In any case ...  
 Where was I?

**Stopping an interruption**

- Excuse me, I would like to finish my point first.  
 I'm sorry, I will answer you in a minute.  
 Please let me finish / do not interrupt me.  
 If I could just finish... / If you'd let me finish...