

Match each item on the left with the correct description on the right. Then use each phrase once only to complete the excerpts from Listening 2. When you have finished, listen again and check your answers.



- Frank: I'm afraid I don't agree with you.  
 In other words...  
 I absolutely agree.  
 I think...  
 Let's recap.  
 How about...?  
 asking for an opinion  
 setting objectives  
 interrupting  
 What do you think...?  
 What we've got to do...  
 We ought to move on...  
 Let's get started then.  
 Frank: ... is, er, discuss how Derek's interview with  
 Jennifer: Well, I think it's usually useful to break this kind of news midweek, rather than doing  
 it on a Friday afternoon.  
 Frank: Certainly?  
 Jennifer: ... There should be a package we offer him, and quite a few details to sort out.  
 Frank: Yes certainly. Erm, I think... now, so the next question is, erm, you  
 know, how are we going to do it, and where? Jennifer?  
 Derek: ... I haven't really thought this through, but, erm, I mean, I  
 might be better to do it outside the office in a sense.  
 Jennifer: ... It needs to be you in your managerial role, not you in your role  
 as a personal friend... I certainly think it should be done, er, somewhere in the  
 office, and preferably in his office rather than in yours...  
 Frank: Well, I mean, Derek, in a quiet pub or restaurant  
 So, the in-between thing, it's a working lunch. It's work, but it's not in the office. It  
 could be a compromise, yes.  
 Jennifer: Well, please? I tend to think it might be better if you did do it in  
 the office...  
 Frank: I mean, Jennifer, you've had a lot of experience of this. How do people react when  
 they...  
 Jennifer: People tend to be rather shocked, they tend to be angry, but rather briefly, and they  
 do tend to...  
 Derek: ... they're not able to formulate an immediate and rational response...  
 Frank: Give him the background.  
 Derek: Yes, I mean but briefly, you're saying that I should get to the point and say you  
 know, Charlie, it has been decided that, basically, you are being made redundant, and  
 the normal terms and conditions of our contract will apply...  
 Frank: Ok, so... I think we're agreed, Derek, that you will actually be  
 telling Charles...  
 Derek: Yes.  
 Frank: And that you'll do it, er, inside the company, and you'll do it probably in your office.  
 Right?



Some useful language for participating in meetings

- Giving an opinion** (strong)  
 I'm convinced we should use an agent.  
 I'm sure the Japanese market has big potential.  
 I have no doubt the new factory will make life a lot easier.  
 I think we need a bigger sales force.  
 As I see it, we must build up our middle management.  
**In my opinion**, we should offer a bonus.  
 It seems to me 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 agree.  
 I agree entirely with Peter.  
 I quite agree.  
 I couldn't agree more.  
 Absolutely! Precisely!  
 Exactly!  
 I agree with you.  
 I think you're right.  
 That's true.  
 (tentative) Mmm, maybe you're right.  
 Perhaps.  
 I tend to agree.  
 I suppose so.  
**Checking comprehension/re-formulating**  
 To put that another way, ...  
 If I follow you correctly, ...  
 Does that mean...?  
 Are you saying...?  
**Making a suggestion** (neutral)  
 I suggest (that) we buy from the French supplier.  
 I would suggest strengthening our management team.  
 My suggestion would be to spend more on R & D.  
 We could sell the business. (tentative)  
 Perhaps we should make a takeover bid.  
 It might be worth setting up a joint venture.  
 What about appointing a new agent?  
 Why don't we borrow some more money?  
**Disagreeing** (strong)  
 I don't agree with you at all.  
 I totally disagree.  
 You're quite wrong about that.  
 It's out of the question.  
 Of course not.  
 Rubbish! Nonsense! No way!  
 I don't really think so.  
 I can't see that, I'm afraid.  
 I'm afraid I can't agree with you there.  
 Mmm, I'm not sure. (tentative)  
 I tend to disagree.  
 Do you really think so?  
 Is that such a good idea?