

Making suggestions

In this video, Noelia and Yuna have a very good meeting. Listen to the language they use for making suggestions and practise saying the useful phrases.

Before watching

Do the preparation task first. Then watch the video and do the exercises.

Preparation task

Decide which five sentences are suggestions.

- a. Shall we go to Italy this summer?
- b. Why don't you ask Jack to help you?
- c. How about starting the meeting with coffee and cakes?
- d. Let's finish this project first.
- e. You must do that today.
- f. He works four days a week.
- g. It's important to enjoy your job.
- h. Do you want to help me finish this project?

Tasks

Task 1

Decide which sentence gives the best summary of the video.

- a. Yuna and Noelia have a long meeting and don't make any decisions.
- b. Yuna and Noelia share lots of ideas and work very well in a short meeting.
- c. Yuna and Noelia both get phone calls during the meeting.

Task 2

Put the words and phrases in order to make sentences.

1. starting about with social media? How
2. for next month. go for Let's 20 per cent
3. to make need We'll some extra help it work.
4. to help you? Why don't ask Vanya you
5. we present it Shall at the next team meeting?
6. you Can see it first? let Paul

Task 3

Put the phrases (a–h) into the correct groups (1–2).

- | | |
|----------------------|--|
| 1. Positive
..... | a. Agreed, good idea.
b. No, I don't think so.
c. It's going to be difficult. |
| 2. Negative
..... | d. Yeah, sure.
e. Good plan.
f. No, I don't think that's a good idea.
g. OK, no problem.
h. I'm not really sure. |

Discussion

Do you ever switch off your mobile phone to help you focus?

Transcript

Ana: Hi! I'm Ana. Welcome to *What to Say!*

Do you know what to say when you make suggestions? Listen out for useful language for making suggestions. Then, we'll practise saying the new phrases – after this!

Yuna: OK, this time let's focus. Phones off.

Noelia: Yes, and in my bag!

Yuna: Ready?

Noelia: I'm ready.

Yuna: We have half an hour.

Noelia: OK, let's go!

Yuna: How about starting with social media?

Noelia: Sure. Engagement is up 15 per cent this month.

Yuna: Good. So let's go for 20 per cent for next month.

Noelia: Yeah, sure. I'll tell the team. We'll need some extra help to make it work.

Yuna: Agreed. Good idea.

...

Yuna: Why don't you ask Vanya to help you create a new social media plan?

Noelia: OK, no problem. Shall we present it at the next team meeting together?

Yuna: Good plan. Can you let Paul see it first?

Noelia: Sure, I'll do that.

Yuna: Anything else?

Noelia: No, that's it.

Yuna: And that's half an hour! We did it!

Noelia: We're really good at this!

Ana: Hello again! Wow, that was a good meeting! So, did you notice the useful phrases used for making suggestions? Listen to me and then repeat.

Let's focus.

How about starting with social media?

Yeah, sure.

We'll need some extra help.

Agreed. Good idea.

Why don't you ask Vanya?

OK, no problem.

Shall we present it at the meeting?

Good plan.

Ana: Try and use some of these phrases the next time you make suggestions in English. Bye for now!

Answers

Preparation task

1. a, b, c, d, h

Task 1

1. b

Task 2

1. How about starting with social media?
2. Let's go for 20 per cent for next month.
3. We'll need some extra help to make it work.
4. Why don't you ask Vanya to help you?
5. Shall we present it at the next team meeting?
6. Can you let Paul see it first?

Task 3

1. a, d, e, g
2. b, c, f, h