

## Lesson 07: Exchanging Opinions

### Warm-up Questions:

How often do you have meetings?  
 Do you usually express your opinions actively when having business meetings?  
 Have you ever felt like you were in a competition with your coworkers while in a meeting?  
 What are some good tips to express your opinions effectively at work?

### Tips for expressing opinions at work:

**Step #1: Know your purpose.** What is my motive in voicing my opinion? What do I hope to accomplish?

**Step #2: Gather facts to back up your opinion.** There are opinions and there are facts. Facts can't be disagreed.

**Step #3: Make sure you aren't personally attacking someone.** Stay professional and attack the problem.

**Step #4: Select the best time. Timing is important.** You don't want to approach your boss for a raise after a poor sales month.

**Step #5: Clearly explain your point of view.** Everyone has a different point of view and they may conditions you may not be aware of.

**Step #6: Consider your relationship with the other person.** How long have you known this person? How will they take your feedback? Are they a superior?

### Indirect Question/Statement:

I was wondering...  
 Could you tell me...

Would you mind...  
 Can I ask...

I'm not sure...  
 I don't know...

Are you satisfied with the plan?  
 I was wondering if you are satisfied with the plan.

Do you like our proposal?  
 Could you tell me if you like our proposal?

How was the meeting?  
 Do you mind telling me how the meeting was?

Where do you work?  
 Can I ask where you work?

### Practice: Rewrite the question into indirect questions

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|------------------------------------|--|
| 1. What do you do?                 | 6. Could you describe your neighborhood?     |
| 2. Do you enjoy your job?          | 7. Where will you go for your next vacation? |
| 3. Why are you studying English?   | 8. Can you recommend a good restaurant?      |
| 4. How often do you study English? | 9. What is your hobby?                       |
| 5. Where do you live?              | 10. Do you want to learn a new skill?        |

### Activity:

Situation 1: Your boss wants you to work on Saturday this weekend because an important project is behind schedule. However, you had already made plans to go on a weekend trip with your family. Have a discussion and come up with a solution.