

EMPHASISING IMPORTANT POINTS

B2-C1 | Functional language for highlighting key ideas

1 Useful phrase patterns

Use these phrases to make the most important part of your message clear.

The key point is that ...

The key point is that the deadline can't move.

What matters most is ...

What matters most is finding a workable solution.

It is worth emphasising that ...

It is worth emphasising that the data is incomplete.

I would like to stress that ...

I would like to stress that this is only a proposal.

The crucial issue is ...

The crucial issue is how the change affects customers.

What should not be overlooked is ...

What should not be overlooked is the long-term cost.

The main takeaway is that ...

The main takeaway is that preparation makes a difference.

It is important to bear in mind that ...

It is important to bear in mind that access is unequal.

2 Respond to the situations

Write one sentence that emphasises the key point in each situation.

1. A project team wants extra time, but the client has said that the deadline is fixed.

2. A group is discussing several possible solutions to a staffing problem.

3. Someone is making decisions from a survey that was completed by only a small number of people.

4. A manager is presenting an idea that has not yet been approved.

5. Your organisation is changing a service, and you want the team to think about the customer experience.

6. A group is comparing two options, but they are focusing only on the immediate price.

7. You are ending a presentation about preparing for job interviews.

8. A school is planning an online programme, but not all students have the same internet access.

EMPHASISING IMPORTANT POINTS

B2-C1 | Suggested answers

3

Possible answers

These are examples only. Other accurate and suitable sentences are also correct.

Encourage students to choose a phrase that makes the key message clear.

1. The key point is that the client has said the deadline can't move.

2. What matters most is finding a workable solution that the team can support.

3. It is worth emphasising that the survey data is incomplete and may not represent everyone.

4. I would like to stress that this is only a proposal, not a final decision.

5. The crucial issue is how the change will affect customers in practice.

6. What should not be overlooked is the long-term cost of each option.

7. The main takeaway is that careful preparation can make a real difference in an interview.

8. It is important to bear in mind that internet access is not equal for all students.
