

CHANGING THE SUBJECT

B2-C1 | Functional language for introducing a new topic politely

1 Useful phrase patterns

Use these phrases to introduce a new topic smoothly and politely.

That brings me to another point ...

That brings me to another point: the timeline.

While we're on the subject of ...

While we're on the subject of cost, what is our budget?

Before we move on, ...

Before we move on, could we clarify the date?

I'd like to turn to ...

I'd like to turn to staff training.

Perhaps we could shift our focus to ...

Perhaps we could shift our focus to the costs.

This is related, but ...

This is related, but what about staff training?

On a separate note, ...

On a separate note, the deadline has changed.

May I change the subject for a moment?

May I change the subject for a moment?

2 Respond to the situations

Write one natural phrase to introduce the new topic in each situation.

1. In a meeting, the team has discussed last year's results for a long time. You want to discuss next year's plans.

2. A colleague is explaining a customer complaint. You need to ask about the deadline for a different project.

3. Your group is discussing a marketing idea. You want to raise the issue of whether staff have enough time to deliver it.

4. A client is describing their company history. You want to ask about the aims of the current project.

5. A team member is talking about travel arrangements. You want to make sure everyone understands the new budget limits.

6. You have been discussing a technical problem. You want to ask whether customers have been told about it.

7. A friend mentions a local event in the news. You want to mention an event you are organising.

8. A meeting has covered one proposal. You want to move to a second proposal before time runs out.

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B2-C1 | Suggested answers

3 Possible answers

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

Encourage students to choose a phrase that suits the relationship and situation.

1. Perhaps we could shift our focus to next year's plans.

2. May I change the subject for a moment? What is the deadline for the other project?

3. This is related, but I think we should consider whether staff have enough time to deliver it.

4. On a separate note, could we discuss the aims of the current project?

5. While we're on the subject of travel, may I ask about the new budget limits?

6. Before we move on, could we clarify whether customers have been informed?

7. That brings me to another point: I am organising an event next month.

8. I'd like to turn to the second proposal before we run out of time.
