

SUMMARISING A DISCUSSION

A2-B1 | Functional language for restating the main points

1 Useful phrase patterns

Use these phrases to say the main idea clearly at the end of a conversation.

So, ...

So, we need to decide today.

In short, ...

In short, the plan is too expensive.

The main point is ...

The main point is that everyone agrees.

Basically, ...

Basically, we need more time.

To sum up, ...

To sum up, we will meet next week.

What we need to do is ...

What we need to do is choose a date.

So we agree that ...

So we agree that the first idea is best.

The problem is ...

The problem is that the shop is closed.

2 Respond to the situations

Write one sentence to summarise the conversation in each situation.

1. Your group has discussed three places for a class trip. Everyone prefers the zoo, but you still need to choose a date.

2. You and a friend have talked about why they are tired: they work late and do not sleep enough.

3. Your class has discussed a presentation. The topic is chosen, but students need to decide who will do each part.

4. A colleague has explained that a customer is unhappy because an order arrived late.

5. You have discussed a restaurant with friends. It is popular and affordable, but it is far from the station.

6. Your team has decided to have a meeting next Tuesday morning in the large meeting room.

7. A friend wants to learn English. You have discussed watching videos, reading, and speaking regularly.

8. Your group can't start a project because they haven't received the information they need.

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A2-B1 | Suggested answers

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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. So, we agree that the zoo is best, and we need to choose a date.

2. In short, you are tired because you work late and do not sleep enough.

3. What we need to do is decide who will do each part of the presentation.

4. The problem is that the customer is unhappy because the order arrived late.

5. Basically, the restaurant is popular and affordable, but it is far from the station.

6. To sum up, we will meet next Tuesday morning in the large meeting room.

7. The main point is that regular practice will help you learn English.

8. The problem is that we have not received the information we need.
