

SUMMARISING A DISCUSSION

B2-C1 | Functional language for drawing together key points

1 Useful phrase patterns

Use these phrases to summarise a discussion accurately and identify the next step.

To summarise, ...

To summarise, the option is viable but costly.

The key point is that ...

The key point is that the deadline is fixed.

What seems clear is that ...

What seems clear is that more evidence is needed.

If I can summarise, ...

If I can summarise, we have two realistic options.

So far, we have established that ...

So far, we have established that demand is growing.

The consensus appears to be that ...

The consensus appears to be that a pilot is needed.

The remaining question is ...

The remaining question is how to fund it.

Our next step should be ...

Our next step should be to consult the client.

2 Respond to the situations

Write one concise summary of the discussion in each situation.

1. A team agrees that a new service could work, but it would cost a lot and needs a small test before a full launch.

2. Your group has reviewed customer feedback. Customers like the product, but delivery times need to improve.

3. A meeting has identified two possible suppliers. One is cheaper, while the other has a better record for quality.

4. Your team agrees that demand is increasing, but there is not enough data to predict next year's sales.

5. A project discussion has shown that staff support the idea, but managers have not agreed on a budget.

6. You have discussed a proposal with a client. They want more detail before deciding whether to approve it.

7. A team has examined a problem and agreed that the main cause is unclear communication between departments.

8. A meeting has ended with agreement on the aim, but the team needs to assign responsibilities.

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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. To summarise, the service is viable, but we should run a small pilot because the cost is high.

2. The key point is that customers like the product, but delivery times need to improve.

3. If I can summarise, we have a cheaper supplier and a supplier with a stronger quality record.

4. What seems clear is that demand is growing, but more evidence is needed to predict sales.

5. The consensus appears to be that staff support the idea, but the budget is still unresolved.

6. The remaining question is what detail the client needs before making a decision.

7. So far, we have established that poor communication is the main problem.

8. Our next step should be to assign responsibilities for the agreed aim.
