

MAKING SUGGESTIONS

B2-C1 | Functional language for proposing ideas tactfully

1 Useful phrase patterns

Use these phrases to put forward an idea without sounding forceful.

Have you considered ...?

Have you considered a short trial first?

It might be worth ...

It might be worth reviewing the data.

One option would be to ...

One option would be to postpone it.

Would it make sense to ...?

Would it make sense to ask the client?

Perhaps we could ...

Perhaps we could divide the work.

We might want to ...

We might want to compare both options.

What if we ...?

What if we tested it for a month?

Could I suggest ...?

Could I suggest a different approach?

2 Respond to the situations

Write one tactful suggestion for each situation. Try to use a range of phrases.

1. Your team plans to change a process without asking customers.

2. A colleague has too many tasks and is missing deadlines.

3. Your group cannot agree on a topic for a presentation.

4. A manager wants to hold a meeting, but people have no information yet.

5. A client is unhappy with the first design idea.

6. Your department wants to spend its whole budget at once.

7. A friend is choosing between two job offers.

8. Your team needs a fair way to share weekend work.

MAKING SUGGESTIONS

B2-C1 | Suggested answers

3

Possible answers

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

Encourage students to use a range of phrase patterns from page 1.

1. Have you considered asking customers for feedback before changing the process?

2. It might be worth choosing the three most urgent tasks first.

3. Perhaps we could list the benefits of each topic before deciding.

4. Would it make sense to send the information before the meeting?

5. Could I suggest showing the client two new design options?

6. One option would be to spend some of the budget now and keep some for later.

7. What if you compared the opportunities for learning in each role?

8. We might want to make a simple rotation so everyone shares the weekend work.
