

RESPONDING TO SUGGESTIONS

B2-C1 | Functional language for responding to proposals tactfully

1 Useful phrase patterns

Use these phrases to respond constructively, even when you have concerns.

That sounds reasonable.

That sounds reasonable in principle.

I can see the benefits.

I can see the benefits of that approach.

I'm not convinced that ...

I'm not convinced that it will save time.

I'd have some reservations.

I'd have some reservations about the cost.

That could work if ...

That could work if we set a deadline.

I'd be open to that.

I'd be open to that with more evidence.

I see your point. However, ...

I see your point. However, the risk is high.

Could we consider ...?

Could we consider a smaller trial?

2 Respond to the situations

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

1. Let's replace the whole system next month.

2. How about reducing the training budget this year?

3. We could publish the report without further checks.

4. Why don't we ask one team to do all the weekend work?

5. Let's move the client meeting to Friday afternoon.

6. How about using a cheaper supplier for this project?

7. We could launch the new service in every region at once.

8. Why don't we cancel the customer survey?

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B2-C1 | Suggested answers

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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. I'd have some reservations about replacing the system without a trial.

2. I can see the benefits, but we should protect essential training.

3. I'm not convinced that we should publish it before checking the figures.

4. Could we consider a rotation so the work is shared fairly?

5. That could work if everyone can attend at that time.

6. I'd be open to that if the supplier can meet our quality standards.

7. I see your point. However, a gradual launch would reduce the risk.

8. That sounds reasonable only if we already have enough customer feedback.
