

SUMMARISING A DISCUSSION

B2-C1 | Conversation practice examples for drawing together key points

Conversation: Reviewing two venue options

Chair	The town hall is available on our preferred date. The college theatre isn't free until the following weekend.
Events lead	The hall costs less, but we'd need to hire sound equipment. The theatre includes that and technical support.
Chair	Would changing the date affect the performers?
Events lead	Two haven't confirmed either weekend. Everyone else can do both, so the later date is still possible.
Chair	So far, we've established that both venues could work, but the quoted prices aren't directly comparable.
Events lead	Exactly. The hall might cost more once we add equipment and a technician.
Chair	The remaining question is the total cost of using the hall. Can you get a complete quote?
Events lead	Yes. Our next step should be to compare that with the theatre's package before we commit to a date.

Key phrases: So far, we've established that / The remaining question is / Our next step should be

Conversation: Discussing a volunteer induction

Coordinator	New volunteers say the handbook is useful, but they still feel unsure during their first shift.
Trustee	The experienced volunteers have noticed that, too. Several suggested working alongside someone for the first two sessions.
Coordinator	I like that. We shouldn't replace the handbook, though; people use it to look things up later.
Trustee	Agreed. And we don't need a long classroom session if most questions come up during actual tasks.
Coordinator	The consensus appears to be that we should keep the handbook and add supervised practice.
Trustee	Yes, provided the experienced volunteers have time to support someone without covering two jobs at once.
Coordinator	The key point is that the support needs to be planned, not left to whoever happens to be nearby.
Trustee	Then, to summarise , we'll trial paired shifts for the next intake and check the workload before making it permanent.

Key phrases: The consensus appears to be that / The key point is that / to summarise

Create your own conversation

Choose one prompt. Use at least two key phrases and include a natural response and follow-up.

Prompt 1: Summarise a discussion comparing two options. Distinguish established facts from the question still unresolved.

Prompt 2: Draw together feedback and a proposed response. State the agreement, a condition and how the plan will be tested.