

# RESPONDING TO SUGGESTIONS

B2-C1 | Conversation practice examples for responding to proposals tactfully

## Conversation: A proposed open-plan office

|           |                                                                                                                |
|-----------|----------------------------------------------------------------------------------------------------------------|
| Director  | I'd like to remove the partitions so people can discuss work more easily.                                      |
| Team lead | <b>I can see the benefits.</b> It would make quick conversations easier, but some people spend hours on calls. |
| Director  | We could give them headsets. Wouldn't that solve the noise problem?                                            |
| Team lead | <b>I'm not convinced that</b> headsets would help people sitting nearby. They'd still hear the conversations.  |
| Director  | What if we kept one enclosed room for calls and meetings?                                                      |
| Team lead | <b>That could work if</b> it's available often enough. At the moment it's booked most of the day.              |
| Director  | Then we need to look at how the space is used before deciding.                                                 |
| Team lead | <b>I'd be open to that.</b> Let's ask staff where the current layout helps them and where it gets in the way.  |

**Key phrases:** I can see the benefits. / I'm not convinced that / That could work if / I'd be open to that.

## Conversation: Moving a training course online

|       |                                                                                                                                           |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Clara | Could we put the induction course online? New staff could complete it whenever they start.                                                |
| David | <b>That sounds reasonable</b> for the general information. <b>I'd have some reservations</b> about putting the practical work online too. |
| Clara | We could record demonstrations. People would be able to watch them more than once.                                                        |
| David | <b>I see your point; however,</b> watching isn't the same as trying something with someone there to correct you.                          |
| Clara | Would you keep the whole course in person, then?                                                                                          |
| David | Not necessarily. <b>Could we consider</b> online preparation followed by a shorter supervised session?                                    |
| Clara | That would reduce the time people spend away from their teams without removing the practice.                                              |
| David | Exactly. Let's separate the activities before we decide which format suits each one.                                                      |

**Key phrases:** That sounds reasonable / I'd have some reservations / I see your point; however / Could we consider

## Create your own conversation

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

**Prompt 1:** Respond constructively to an office redesign proposal. Acknowledge benefits and explain a condition.

**Prompt 2:** Evaluate an online training proposal. Raise a specific reservation and suggest a workable adjustment.