

# CORRECTING YOURSELF

B2-C1 | Conversation practice examples for revising a point precisely

## Conversation: Correcting figures during a briefing

|                 |                                                                                                                                                      |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Analyst</b>  | We received two hundred completed surveys. <b>Let me correct that:</b> two hundred responses in total, of which one hundred and sixty were complete. |
| <b>Director</b> | That distinction matters. Did the chart include all two hundred?                                                                                     |
| <b>Analyst</b>  | No, only the completed responses. <b>I should clarify</b> that the chart measures satisfaction among people who answered every question.             |
| <b>Director</b> | Could incomplete responses change the picture?                                                                                                       |
| <b>Analyst</b>  | Possibly. I said earlier that everyone was satisfied, but <b>that's not quite right</b> . Most of the completed responses were positive.             |
| <b>Director</b> | Then let's use that wording and note the missing answers.                                                                                            |
| <b>Analyst</b>  | Agreed. <b>To be more precise</b> , eighty-two per cent of complete responses rated the service positively. I'll update the summary accordingly.     |
| <b>Director</b> | Thank you. The result is still useful as long as we describe the sample accurately.                                                                  |

**Key phrases:** Let me correct that / I should clarify / that's not quite right / To be more precise

## Conversation: Revising an estimate in a planning call

|                     |                                                                                                                                             |
|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project lead</b> | We expect the work to take six weeks. <b>I need to revise that</b> estimate if the electrical inspection happens after installation starts. |
| <b>Client</b>       | How much longer would it take in that case?                                                                                                 |
| <b>Project lead</b> | Probably another week. Earlier I said the inspection was booked for Monday; <b>I misspoke</b> . It's only been requested for Monday.        |
| <b>Client</b>       | So the date isn't confirmed yet. Would you delay the installation until you know?                                                           |
| <b>Project lead</b> | Not necessarily. <b>What I meant to say was</b> that we can start the preparation, but not close up the walls before inspection.            |
| <b>Client</b>       | Then some work can go ahead without committing to the finish date.                                                                          |
| <b>Project lead</b> | Exactly. <b>Rather than</b> promising completion in six weeks, <b>I should say</b> six to seven weeks, subject to the inspection date.      |
| <b>Client</b>       | That gives us a more realistic basis for planning. Please let me know as soon as the booking is confirmed.                                  |

**Key phrases:** I need to revise that / I misspoke / What I meant to say was / Rather than / I should say

## Create your own conversation

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

**Prompt 1:** Correct an overstatement about data. Distinguish totals, completed responses and what the result supports.

**Prompt 2:** Revise a project estimate during a conversation. Correct a mistaken detail and explain its effect on the promise.