

PRACTICE ROOM 13 · GOING FURTHER

SPEAKING UP *in meetings*

Get your point in, disagree politely, and ask the question everyone else is thinking.

Name: _____ Date: _____ Interactive version: attenglish.com/talk/13

PHRASE BOX SAY IT
GETTING IN

Sorry, can I just come in here?
 Could I add something?
 Just to build on what Sam said...

AGREEING

I completely agree.
 That's a good point.
 I think you're right about...

DISAGREEING POLITELY

I see what you mean, but...
 I'm not sure I agree.
 Could we look at it another way?

POLITE INTERRUPTION BUILDER BUILD

In British meetings, people often soften their interruptions. Build yours.

Who spoke last

Your point

Put it together and write your line

AGREE, PARTLY AGREE OR DISAGREE? SORT

British English often hides disagreement inside polite words. Sort these. Tick one column for each.

	Agree	Partly agree	Disagree
I completely agree.			
That's a good point, but...			
I'm not sure that would work.			
Absolutely.			
I see what you mean, however...			
With respect, I don't think...			
You might have a point there.			
Exactly.			

MEETING MOMENTS CHOOSE

Choose the best thing to say. Circle your answer.

1. Two colleagues keep talking and you haven't spoken for twenty minutes.

a) Wait until the end.

b) Sorry, could I just add something here?

c) Talk loudly over them.

2. Your manager suggests a plan you think is too expensive.

a) That's a terrible idea.

b) I like the idea. I'm just a bit worried about the cost.

c) Say nothing.

3. You didn't understand a decision at the end of the meeting.

a) Sorry, just to check, so we're going ahead in March?

b) Pretend you understood.

c) Email everyone later.

4. Someone says, "With respect, I don't think that's quite right."

a) They respect your idea.

b) They strongly disagree.

c) They agree.