

# 11.4 Speaking and writing

GOALS ■ Express and respond to opinions ■ Give a presentation

## Listening & Speaking expressing and responding to opinions

- 1 Some media experts say that 'privacy is dead'. Read the definition of privacy below, then discuss with your partner how the photos are connected to privacy.

**privacy** /'prɪvəsi/ noun [U] 1 the state of being alone and not watched or disturbed by other people: *There is not much privacy in large hospitals*

- 2 11.9 ))) Listen to a radio programme about privacy. What does each person think about the question below? Put a tick (✓) in the correct place in the table.

### Is privacy dead in our 21st-century world?

Interview	Agree	Disagree	Not sure
1 Hannah	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Mateo and Pilar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Lena	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Albert	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 3 11.9 ))) Complete the sentences using the words in the box. Then listen again and check your answers.

maybe take right disagree sure agree point views

- No, I'm afraid I \_\_\_\_\_.
- Well, \_\_\_\_\_, yeah.
- That's a good \_\_\_\_\_.
- Yeah, I \_\_\_\_\_.
- I'm not \_\_\_\_\_ about that.
- I \_\_\_\_\_ your point, but ...
- I don't have strong \_\_\_\_\_ on this.
- That's \_\_\_\_\_.

- 4a Match the phrases in exercise 3 to these functions.  
a expressing opinions    b agreeing    c disagreeing

- b Add these phrases to the correct function in exercise 4a.
- |                            |                          |
|----------------------------|--------------------------|
| 1 I think                  | 5 In my opinion          |
| 2 Yeah, but                | 6 I don't think          |
| 3 True, but what about     | 7 I'm sorry, but I don't |
| 4 Personally, I don't like | really agree             |



## PRONUNCIATION expressing opinions politely

When we give opinions, it is important to sound polite, especially if we disagree. Using expressions such as *I'm afraid ...* or *I'm sorry, but ...* can help because they soften what we are trying to say, but it also depends on **how** you say them.

- 5a 11.10 ))) Listen and compare sentences a and b. Which sounds more polite?
- a I'm afraid I disagree.      b I'm afraid I disagree.
- b 11.11 ))) Put the words in the correct order. Then listen and check your answers.
- but / really / agree / sorry / I / don't / I'm
  - I / but / don't / yeah / true / think / that's
  - your / but / point / I / take / sure / I'm / not / that / about
  - other / at / true / are / ways / to / but / look / there / it
- c 11.12 ))) Listen and repeat the sentences. Copy the intonation to sound polite.

- 6a **TASK** Read the comments and decide if you agree or disagree. Then add one more comment about a topic that interests you.
- 'I think there's too much pressure to join professional networking sites these days.'
  - 'Only older people worry about loss of privacy. Young people are happy to share their lives with each other.'
  - 'People spend too much time online. They should spend more time with friends and family instead. Social networking destroys your social life!'



- b** Work in a group. Discuss the comments in exercise 6a and your own comments. Use the Language for speaking box to help you.
- c** Tell the class about your most interesting discussion.

### LANGUAGE FOR SPEAKING expressing and responding to opinions

#### Expressing opinions

*I think ... I don't think ...*

*Personally, I don't like ... In my opinion/view ...*

*I don't have strong opinions about/views on ...*

#### Agreeing

*Yeah, I agree. Maybe. That's right.*

*That's a good point.*

#### Disagreeing

*Yeah, but ... True, but what about ...*

*I'm sorry, but I don't really agree.*

*I'm afraid I disagree. I take your point, but ...*

*I'm not sure about that.*

## Reading & Writing a presentation

- 7** Do you ever have to give presentations? What kind of presentations are they? Discuss your answers with a partner.
- 8a** You are going to look at a slide from a presentation about email security. First, work with your partner and brainstorm tips for using email securely.
- Never share your password with anyone.*
- b** Read the short text. How many of these ideas did you think of?

No email communication is 100% secure. You should avoid sending credit card details by email. It's also not a good idea to send user names or passwords. You should only open attachments if you trust the sender. Be careful when you check emails in an internet café as public Wi-Fi is not always secure.

- 9a** Now look at Slide A. What differences do you notice between the text in exercise 8b and the slide below? Discuss your ideas with a partner.

### Email Security

Emails are not 100% secure.

- 1 Do not send personal data by email.
- 2 Only open attachments if you trust sender.
- 3 Be careful when you check emails in internet cafés.



Slide A

- b** Read the Language for writing box and find examples of the things mentioned in the box on Slide A.

### LANGUAGE FOR WRITING writing for a presentation

#### Content

- Include key points only.
- Check the information is correct.

#### Language

- Use short simple words and phrases.
- Miss out unnecessary words (e.g. *a, the, and, because*).
- Avoid contractions (e.g. *doesn't, can't*) and use full forms instead (e.g. *does not, cannot*).
- Do not use personal expressions (e.g. *I think, you should*).
- Use general words to express ideas (e.g. *do not include your PIN number or bank account number in an email* → *do not include your bank details in an email*).

#### Design

- simple, clear and easy to read
- attractive (pictures, photos, diagrams)

- 10a** Work with a partner and look at Slide B. What problems are there with this slide?

### Data Protection at work

- There can sometimes be lots of problems with data protections at work.
- It's not a good idea to leave your work computer unlocked and you should never tell people in your office your computer password.
- Also you shouldn't leave lots of papers on your desk and go away from your desk for a long time.
- I don't think you should lend someone your work laptop either.
- Don't leave your work files or laptop in your car because someone might steal them.

Slide B

- b** Rewrite Slide B to improve it.
- 11a TASK** You are going to write a presentation slide about using social media for work, study or in your social life. Work in a group and discuss the questions below.
- 1 What problems do people sometimes have with social networking?
  - 2 What tips would you give someone about how to use social networking?
- b** Write three tips to include on your slide. Then design the slide. Think about how you will make it look attractive.
- c** Compare your slide with another group. Comment on the content, language and design of each other's slide.