

9.4 Speaking and writing

Speaking interrupting appropriately

- 1 9.3))) Listen to two conversations. In each case, decide if the people talking are ...
- work colleagues who don't know each other very well.
 - good friends.



- 2a Complete the conversations with the missing words.

Conversation 1

- A So, we're all agreed that we should go to Luigi's on Friday, then?
 B 1 Hang on a minute, when did we agree that? You know I'm not very keen on Italian food.
 A But it's really good. Surely there must be something you like?
 B No, not really. I don't see why we ...
 C Can I 2 _____ say that you chose where we went last time, and it wasn't very good. At least we know the food is good at Luigi's.
 A Just a 3 _____, I've got an idea. How about going to that new place in the square? They do Italian and other stuff as well, and I've heard it's great.

Conversation 2

- A So, as I was saying, having looked at the projected sales for the next few months, it's very clear to me that ...
 B Excuse me for 4 _____, but I don't think we've actually all seen those figures.
 A Well, they're in the handout, page 6. Anyway, as you can see, the sales figures look very strong, so it's clear to me that we should be thinking of expanding ...
 B I'd like to say something, if I 5 _____. The sales figures are mainly based on just one order, so I don't really think ...

- b 9.3))) Listen again to check your answers.

Writing a report

- 3 Read the report from a local council meeting and answer the questions.
- What problem was being discussed at the meeting?
 - Who was causing the problem?
 - What three actions were suggested?
- 4 Complete the report with words from the box.

according consider evident majority pointed purpose suggested

The 1 purpose of this report is to summarize the meeting held to discuss the condition of the play area in Dell Park.

2 _____ to Councillor Jones, who opened the discussion, the play area is badly in need of repair, with several items of equipment being damaged or even unusable.

Mrs E. Smith, a local resident and parent, 3 _____ out that much of the damage is not caused by the children who use the park, but by a particular group of teenagers who gather in the park at night. She 4 _____ that the park should be locked when it gets dark. The 5 _____ of local residents who attended agreed that this would be a good idea.

It was 6 _____ from the photos that it will be necessary to repair or replace some of the play equipment. The council might also like to 7 _____ employing someone to keep an eye on what is happening in the park, at least on a part-time basis.

I can ...

	Very well	Quite well	More practice
interrupt people appropriately.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
write a report.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>