USEFUL LANGUAGE FOR TASK 3: DECIDING TACTICS

Making suggestions

- I believe it would be advisable to…
- I propose that…
- I think it is essential/vital/crucial to…
- I think the best way forward would be to…
- I think the most effective strategy would be to…
- I think we should.
- I would suggest that…
- It might be a good idea to…
- My advice would be to…
- One options would be to…
- Should we consider….-ing….?
- We ought to…

Expressing certainty / uncertainty (roughly listed from less certain to more certain)

- It may be that…
- It seems possible that…
- It could be that…
- It could well be that..
- It seems likely that…
- It seems probable that…
- It seems certain / clear / evident / obvious that…
- I'm certain that…
- I'm sure that…
- There's no doubt in my mind that…

Interrupting

- Can/Could I just say…
- Excuse me but can I just ask…
- If I could just...
- Sorry but I wanted to add…
- Yes and can I just add…

Asking for clarification

- Can I just check that I understood what you were saying…
- Could I just ask…?
- Could you give me an example of…?
- Have I got this right…?
- I'm sorry but would you mind repeating / explaining that?
- Sorry, I didn't follow what you were saying about…
- What did you mean when you said…?

EXPLICS