

Sharing Viewpoints



This week...

Fiona and Chris are discussing ways to encourage their staff to speak their minds. They are trying to improve teamwork.

Lesson Objectives...

- Sharing thoughts
- Making suggestions

Business English Conversation

Advanced Class

Warm Up – Topic Question



Are you encouraged to share your viewpoints
at your workplace?

Picture Description

What is that lady's opinion?



A



B



What is she trying to tell the group?

Fiona	Upper management has told us that we need to improve teamwork and performance company-wide.
Chris	I've always thought we could be better at sharing viewpoints.
Fiona	I think a lot of staff don't feel comfortable speaking their minds or offering critical feedback.
Chris	In which case I guess we need to improve communication by encouraging staff to share their opinions. If people are wary of speaking their minds, why not start with a simple suggestion box?
Fiona	Wow, that's a fantastic idea! A suggestion box will allow people to stay anonymous if they wish.
Chris	I think we should also be looking at having weekly meetings where staff can share their ideas in a group setting.
Fiona	If we get this right, we could really boost performance and innovation!

If we get this right, I'm sure
all the staff will be much
happier.

1. I've always thought we could be better at
2. In which case, I guess we need to
3. I think we should also
4. If we get this right,



Role Play – Sharing Viewpoints

Student A and **Student B** are having trouble with communication at their company. They want to encourage their staff to be more creative and speak their minds.



Student A: Explain to **Student B** that communication needs to improve at your company.

Student B: Suggest some ideas for improvements to **Student A**.

Key Phrases

- We need to do something to improve communication with our staff.
- I reckon we should
- I think that is a great idea!
- It might be a good idea to
- I think we should also
- If we get this right,
- *Other*

Ideas

- add a Q&A session to meetings
- encourage staff to ask questions
- do brainstorming sessions
- a suggestion box
- an online forum
- have one-on-one meetings with team members
- *other*

Agree or Disagree



1. Staff shouldn't make suggestions unless they are asked.
2. It is important that staff share their opinions no matter what position they hold in a company.
3. Communication is one of the most important parts of a business.

- If your boss asked your opinion, would you be honest?
- Are you the kind of person that always says what they think?
- How would you improve communication at your company?

- encourage - *We need to **encourage** our staff.*
- creative - *Businesses have to be **creative** to succeed.*
- procedures - *I'm not happy with our **procedures**.*
- performance - *It will make a big difference to **performance**.*
- reckon - *I **reckon** we should meet twice a week.*
- reconsider - *Let's take time to **reconsider**.*
- suggestion - *We welcome any **suggestions**.*