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

Basic Class

Are you encouraged to share your viewpoints at your workplace?

Basic Class

Picture Description

What is that lady's opinion?

What is she trying to tell the group?

*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

Basic Class
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ZEnglish

I'd like to hear your **opinion**.

*Create simple sentences using the vocabulary

1. improve

2. encourage

3. opinion

4. performance

Basic Class

ZEnglish

1. I've always thought we could be better at listening to new ideas.

2. In which case we need to have weekly team meetings.

3. We should also think about improving our communication.

4. If we get this right, it will increase profits.

Basic Class

- Words
- Phrases

Fiona	Management has told us that we need to improve our teamwork and performance.
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.
Chris	In which case we need to encourage staff to share their opinions.
Fiona	How about we make a suggestion box? That will allow people to stay anonymous if they wish.
Chris	That's a great idea. We should also think about having weekly team meetings.
Fiona	If we get this right, we could really boost performance.

1. I've always thought we could be better at ……

2. In which case we need to ……

3. We should also think about ……

4. If we get this right, ……

Responses - Prepositions

*please select the most appropriate response for each item below:

1.
A: What do you think?
B: I don't think our computer systems work well …. all.

at / in / no preposition

2.
A: I reckon we should have fewer meetings.
B: It would save a lot …. time.

no preposition / at / of

3.
A: I suggest we look at our procedures …. more detail.
B: Sounds like a plan.

for / with / in

4.
A: Our employees need to feel invested in the company.
B: We should listen …. their ideas more carefully.

for / to / no preposition

5.
A: What's your main problem …. our procedures?
B: I think we have too many rules.

with / at / for

6.
A: We should re-think everything.
B: You're right. We must improve …. the way we do business.

for / no preposition / with

Basic Class

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: We need to encourage our staff to share ideas.

Student B: I agree. Maybe, we could start with Ideas .

* Continue the conversation using the Key Phrases and Ideas from below.

Key Phrases

- I reckon we should ….
- How about we ….?
- 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*

❑ Do you feel comfortable making suggestions to your boss?

❑ Should staff be able to share their opinions?

encourage	-	*We need to encourage our staff.*
improve	-	*We should improve our communication.*
opinion	-	*I want everyone to share their opinions.*
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.*
suggestion	-	*We welcome any suggestions.*