

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

Super 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



| | |
|--------------|---|
| Fiona | We've had a mandate from the top telling us that we need to improve teamwork and performance company-wide. |
| Chris | Easier said than done! Mind you, 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. Even the idea of making simple helpful suggestions is alien to them. |
| Chris | In which case I guess we need to ramp up 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, you've really hit it out of the park with that 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! |



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.

Key Phrases

- We need to do something to improve communication with our staff.
- I reckon we should
- You've really hit it out of the park with that 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*



Talk about one of the following topics for one minute:

1. Encouraging people in the office to speak their mind.
2. The importance of sharing viewpoints.
3. Improving communication at the workplace.

*Other students in the class, ask one question each to the presenter after the speech

- 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?

It looks like you have something on your mind. A **penny for your thoughts**.



a penny for your thoughts – used to ask someone what they are thinking about

- You look like you disagree, Victor. **A penny for your thoughts.**

back to the drawing board – something has failed and you need to start again from the beginning

- I don't think the way we run our meetings is working. We need to go **back to the drawing board.**

best of both worlds – a compromise that has all the advantages of two ways of doing or thinking

- If we combine our meetings with a brainstorming session, then we get **the best of both worlds.**