



1. What Should We Do?

Work with a partner. Read each problem. Choose the best solution.

Problem 1

Your team has an important project, but there is not enough time.

- A. Cancel the project.
- B. Decide which tasks are most important.
- C. Do everything at the same time.

Our choice: _____

Why? _____

Problem 2

Three people in your team cannot agree about a new idea.

- A. Stop the discussion.
- B. Listen to each person's reasons.
- C. Choose the first idea.

Our choice: _____

Why? _____

Problem 3

A customer needs an answer today, but your team needs more information.

- A. Give the customer a wrong answer.
- B. Ask for more time and explain why.
- C. Ignore the customer.

Our choice: _____

Why? _____

2. Making Suggestions

Complete the sentences.

1. Why don't we _____?
2. We could _____.
3. How about _____?
4. I suggest that we _____.
5. Maybe we should _____.

3. Agree, Disagree or Ask for More Information?

Read each sentence. Write: A = Agree, D = Disagree, or Q = Question.

1. "I think we should wait until Friday." _____
2. "Could you explain why?" _____
3. "Yes, I think that's the best option." _____
4. "I'm not sure that will work." _____
5. "What about asking the manager?" _____

4. Reach a Decision

Work with a partner.

Your company wants to improve communication between employees.

Choose **ONE** idea:

- ☐ A weekly meeting
- ☐ A group chat
- ☐ A monthly team lunch
- ☐ A weekly email

Now discuss:

1. Why is this a good idea?

2. What problems could it cause?

3. How can you solve those problems?

4. Make your final decision.

"We decided to _____ because _____."

5. Meeting Language Challenge

Try to use all five phrases when you speak. Put a ✓ when you use one.

- ☐ "In my opinion..."
- ☐ "I see your point."
- ☐ "Why don't we...?"
- ☐ "I'm not sure I agree."
- ☐ "I think we've reached a decision."

Teacher's Key

3. Agree, Disagree or Ask for More Information?

1-A, 2-Q, 3-A, 4-D, 5-A

Activities 1 and 4 are discussion activities.

Accept different answers when students give a sensible reason.