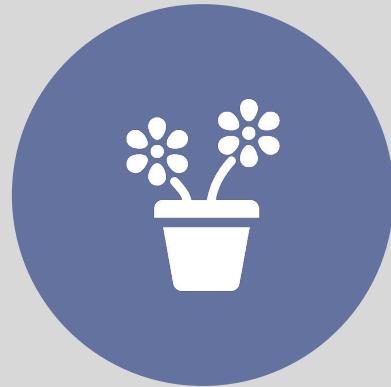


# TOPIC 1: COMMUNICATION AT WORKPLACE

DUE 10062 TECHNICAL ENGLISH 1

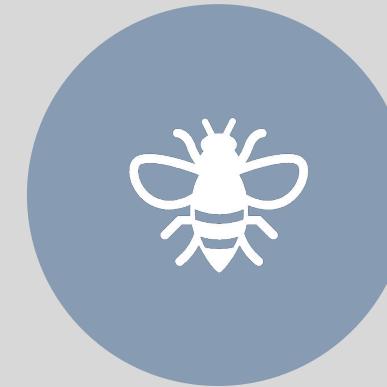
# 1.1 Sharing ideas and information in Work-Related Discussions



SUGGESTIONS, COUNTER  
SUGGESTION, AGREEMENT,  
DISAGREEMENT



JUSTIFY OPINIONS THROUGH  
ELABORATION OF MAIN POINTS  
AND SUPPORTING DETAILS



INTERRUPTIONS



## Agree and disagree to suggestions courteously

- The vital part of a group discussion is ensuring the continuation of the discussion. During this stage, you must take turns to initiate discussion in order to avoid long pauses or silence in your group discussions.
- Practice to react to your friends view by stating agreement or disagreement.
- AGREE- you correspond to your friends' suggestion
- DISAGREE- you oppose to the suggestion

# *SUGGESTION , COUNTER SUGGESTION*

1.1.1

# *AGREEMENT, DISAGREEMENT*

1.1.1

# *To express strong agreement*

- *I strongly agree.*
- *I agree completely.*
- *That is certainly true.*
- *Yes, I am sure you are right.*
- *Absolutely!*
- *Exactly! I couldn't agree with you more.*

# *To express agreement*

- *I agree with you.*
- *You are right.*
- *That is true.*
- *I share the same view.*
- *I am of the same opinion.*
- *I am glad you mentioned that.*

# *To express partial agreement*

- *You could be right, but....*
- *That is true, but.....*
- *I see your point, but...*
- *That may be so, but....*
- *Your suggestion is good, but...*
- *I agree with you to a certain extent, but...* • *It sounds like a good idea, but....*

# *To express strong disagreement*

- I disagree completely.
- That can't be true at all.
- That is absolutely untrue.
- That's totally out of the question.
- No, I don't like this suggestion.

# To express disagreement

- I disagree.
- I don't see it that way.
- I beg to differ.
- I don't think so.
- I am not convinced that your suggestion will work.
- I think it would be better if.....

# To express disagreement

- I disagree.
- I don't see it that way.
- I beg to differ.
- I don't think so.
- I am not convinced that your suggestion will work.
- I think it would be better if.....



Justify opinions through elaboration of main points and supporting details

- Presenting your ideas in an organized way will increase the effectiveness of your delivering your points.

Introduction:

- ¬ State your opinion/ suggestion
- ¬ Present main point.
- ¬ Explain your point, give reason: cause, effect, solution and example.

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## **Lorem Ipsum**

Dolor Sit Amet

Consectetuer Elit

Nunc Viverra



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