

CONVERSATIONAL STRATEGIES

STRATEGY	PHRASES
Including someone in the conversation	<ul style="list-style-type: none"> • You look dubious (Liz) • What do you think, Liz? • Any thoughts, Liz? • You're very quiet, Liz.
Adding something to the argument	<ul style="list-style-type: none"> • Not to mention... • And of course, there's always... • And don't forget... • And let's not forget...
Stressing an important point	<ul style="list-style-type: none"> • That's exactly/precisely what I was trying to get at. • That's exactly/precisely what I mean. • That's exactly/precisely what I was saying
Encouraging someone to continue	<ul style="list-style-type: none"> • Carry on (Liz). You were saying? • What were you about to/going to say, Liz? • So...? • How come? <p>(NB In this expression you mean you want the other person to explain further)</p>
Justifying what you say	<ul style="list-style-type: none"> • All I'm saying is... • What I'm trying to say is...
Getting the conversation back on track	<ul style="list-style-type: none"> • Anyway, (assuming you do want promotion)..... • To get back to what I was saying (about promotion)... • To get back to the subject... • Anyway, getting back to... • Well, the point is...
Saying you agree with someone	<ul style="list-style-type: none"> • I'm with you/Jack on that (point) • I'd go along with that (in general)
Conceding someone is right	<ul style="list-style-type: none"> • You've got me there! • You've got me on that point. • I think you may be right, there. • Well, I can't disagree with that.
Disagreeing politely	<ul style="list-style-type: none"> • Oh, I don't know about that. • Well, I'm not sure about that • Actually, I'm not sure you can say that. • I'm not sure I/I'd agree with that. <p>NB Substitute the word "that" for the idea being referred to.</p>
Asking someone to say more about a topic	<ul style="list-style-type: none"> • By (provision), you mean...? • What do you mean exactly by (provision)? • What do you mean when you say (provision)?

CONVERSATIONAL STRATEGIES

HESITATION STRATEGIES

Techniques	Examples	Advantages	Disadvantages
Pretend you haven't heard	<i>Pardon?</i> <i>Sorry?</i> <i>Eh?</i>	Simple – only one word to remember.	Everyone does it.
Repeat the question	<i>You mean...what is forty-five divided by nine?</i>	Lots of thinking time.	Can you remember the question?
Use delaying noises	<i>Well...</i> <i>Um...</i> <i>Er...</i>	You can use them several times in the same sentence.	If you use them too often you sound stupid.
Use <i>it depends</i>	<i>It depends.</i> <i>It depends on (the situation).</i> <i>Sorry? You want to know what I think about this?</i> <i>Well...um...it depends, really.</i>	You will sound intelligent. (Stroke your chin at the same time).	You can only use it when there is more than one possible answer.