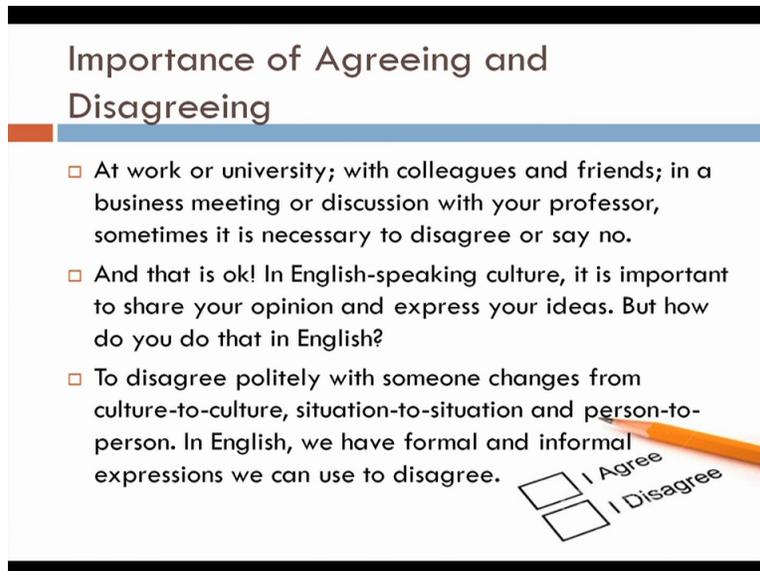


**Speaking Effectively**  
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**Indian Institute of Technology Kharagpur**  
**Lecture 24**  
**Conversation Skills (Continued)**

Hello. In this lecture we are going to look at the issue of agreeing and disagreeing, asking for and giving opinion. And remember there are cultural differences. In Asian cultures we are expected to agree with people who are older than us, who are senior than us, or in India, in China whenever an elder person or a senior person makes a suggestions, educate is that you do not disagree with them. You bend rows, but you are not supposed to express your disagreement openly. It will be seen as a form of insubordination.

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**Importance of Agreeing and Disagreeing**

- At work or university; with colleagues and friends; in a business meeting or discussion with your professor, sometimes it is necessary to disagree or say no.
- And that is ok! In English-speaking culture, it is important to share your opinion and express your ideas. But how do you do that in English?
- To disagree politely with someone changes from culture-to-culture, situation-to-situation and person-to-person. In English, we have formal and informal expressions we can use to disagree.

I Agree  
 I Disagree

Whereas in western cultures, it is perfectly alright for you, in fact you are not expected to keep your opinions to yourself and if you do not agree with something or agree with something, you are supposed to indicate express your opinion openly. What is important is not keeping silent but using the right form to agree or disagree. So that even if you disagree with someone, it does not come across as impolite. So whether you are at work or at the University with colleagues or friends, at business meeting or discussion with your professors, you would sometime need to disagree with them.

Even the classroom, in my classroom for instance, I find that students (al) always nod, then I say, 'No, my word is not God's word, please disagree. And gradually I find very young students, 18 years students coming forward with their views and they say no and I do not think your explanation is correct. I bid to disagree with you. So that is perfectly all right in the western culture. It is important to share your opinion and express your ideas, but how do you do it in English that is important. To disagree politely with someone changes from culture to culture as I said situation to situation and person to person. In English we have formal and informal expressions we can use to disagree.

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## Rules for Disagreeing

- English is a polite language. Even when you think someone is wrong about something, it is rude to directly contradict that person. This means that you have to do so indirectly.
- You also have to be careful to notice when an English person wants to disagree, since you might think he is just discussing the subject, or even that he is agreeing with you.



So rules for disagreeing. English is a polite language even when you think (somewo) someone is wrong about something. It is rude to contradict that person. This means that you have to do so indirectly. You also have to be careful to notice that when an English person wants to disagree, since you might think he is just discussing the subject or even that he is agreeing with you. So you have to do it very politely.

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## Problems of Disagreeing in a Second Language

- Sooner or later you will get the urge to agree or disagree with something that is being said in English. Offering an opinion can be difficult when it is not in your first language.
- You may know exactly what you want to say in your native tongue, but are unsure of how to express your views in English. You may also worry that your words will not come out properly or that you might hurt someone's feelings by being too forward.



Let us look at some of the problems. sooner or later you will be in the situation where you need to, you have the urge to agree or disagree with something that is been said in English. Offering an opinion can be difficult when it is not your first language. You may know exactly what you want to say in your native language, native tongue, but you do not know how to express your views in English. You may also worry that your words will not come out properly or that you might hurt someone's feeling.

So in Hindi for instance, we say 'ha ha bilkul thik', 'bilkul', 'beshak'. We use terms like that. We know the exact word we (nee) need to use. 'bilkul nahi', 'bilkul' to express our agreement or disagreement. But perhaps we are not familiar how to do it in English.

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## Importance of Expressions for Agreeing and Disagreeing

- Although it is easier to sit back and say nothing at all, you will become bored or frustrated if all you can do is nod your head yes or shake your head no, especially if you have a strong opinion about something.
- The best thing to do is to learn and practice some common expressions that are used in discussions and debates. For example, there is a difference between agreeing strongly or only slightly.

So let us look at how you need to do it. It is easier to sit back and say nothing at all but you will get bored and frustrated if all you do is nod your head or shake your head no. Especially if you had some wrong opinion about something. So the best thing for you is to learn and practice (co) some of the common expression that are used in discussions and debates. For example, there is a difference between agreeing strongly and or only slightly.

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## How to Agree and Disagree Politely

- This section teaches how to agree politely and how to disagree politely and how to do it rudely if you want to. It also shows how to avoid agreeing or disagreeing.
- Sometimes you will have to agree or disagree with an *opinion*.

**For example:**

*What a beautiful baby!*

You may also have to accept or reject a *suggestion*

**For example:**

*Would you like to finish reading this?*



So let us look at some example on how to agree and disagree politely. We will show you how to agree politely and how to disagree politely and how to do it rudely if you want to do it. It also shows how to avoid agreeing or disagreeing. Sometimes you will have to agree or disagree with an opinion. For example, 'what a beautiful baby'. I am afraid not many people will disagree because we all love babies and we say we do not find any baby ugly. But there are the situation where you might not agree.

So let us have a young man expressing his opinion about a beautiful film-star and having been refuted by his friend.

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Student 1: Hey, you know Alia Bhat is so cute.

Student 2: Yeah you might find her cute, but then you know I mean her sense of humor and intelligence level does matter and I think she is very dumb in that. And you have seen her performances on 'Koffee with Karan'. And I think she is very dumb.

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Agreeing strongly and disagreeing strongly. And we are going to watch some role plays on the current , the bru ha ha about the ban on having foreign artist and players coming to our country.

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Student 1: What is all about (fore) like ban on the foreign artist? What do you guys think?

Student 2: I think that (tha) of course there should be ban. I mean I have seen the I mean the jawans of our country have been fighting (o) (ove) abroad the borders over there and you know I have seen closely my father's friend fighting and I have seen them dying for the country and here are we promoting the artist of foreign countries and that is ridiculous.

Student 3: I totally sympathize with you Zeniya but do not you think we should separate war and talent?

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## Agreeing strongly

- **For example:**  
*That film should be banned.  
You are so right.  
Absolutely.  
I totally/completely/fully agree.  
That's exactly what I say.  
Of course it should.*
- **Agreeing mildly**
- **For example:**  
*That film should be banned.  
I suppose so.  
Well, yes, maybe it should.  
Should it? Okay.  
If you say so.*
- **Staying neutral**
- **For example:**  
*That film should be banned.  
Well, that's your opinion.  
Perhaps. Perhaps not.  
Mmmm.  
Ah. That film.*



you need to use certain expressions when you want to agree strongly, when you need to agree mildly or you want to stay neutral. So try using some of these next time you agree with someone. You could use any of these expressions when you are agreeing strongly, agreeing mildly or saying neutral.

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## Disagreeing mildly

- **For example:**  
*That film should be banned.  
Do you think so?  
Why that one in particular?  
Well, it is challenging.  
Isn't banning it rather extreme?*
- **Disagreeing strongly**
- **For example:**  
*That film should be banned.  
No, it shouldn't.  
That's rubbish.  
What are you talking about?  
You are so wrong.*



Similarly with disagreeing mildly, disagreeing strongly. You could use any of these phrases like the people in the role played it.

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## Disagreeing indirectly

- Rather than confront your opinion directly, English people might tell you the reasons they disagree.  
**For example:**  
*That film should be banned.*  
*It is one of the most popular films of the year.*  
*Many people think it is a classic.*  
*It has not upset many people.*
- To make their disagreement seem less forceful, English people will use words like **Well**, **Actually** or **Yes, but** at the start of their sentence. They might also apologise for disagreeing  
**For example:**  
*That film should be banned.*  
*I'm sorry, but I don't think so.*  
*Yes, but you want almost every film banned.*  
*Well, actually, it's not that bad as a matter of fact.*
- Note: If an English person starts his disagreement by using the words 'With the greatest respect', or 'with all due respect' he is about to say something disrespectful.

And now we will have another role play where you will watch people agreeing and disagreeing in a formal meeting.

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Student 1: Hey hi Zeniya.

Student 2: Hello Angad. You would asked for this media person?

Student 1: Yes I did.

Student 2: So here she is Rajeshwari.

Student 1: Oh hi.

Student 3: Hi.

Student 1: Okay, what you can do is both of you just go through it. I made some plans.

Student 2: Okay.

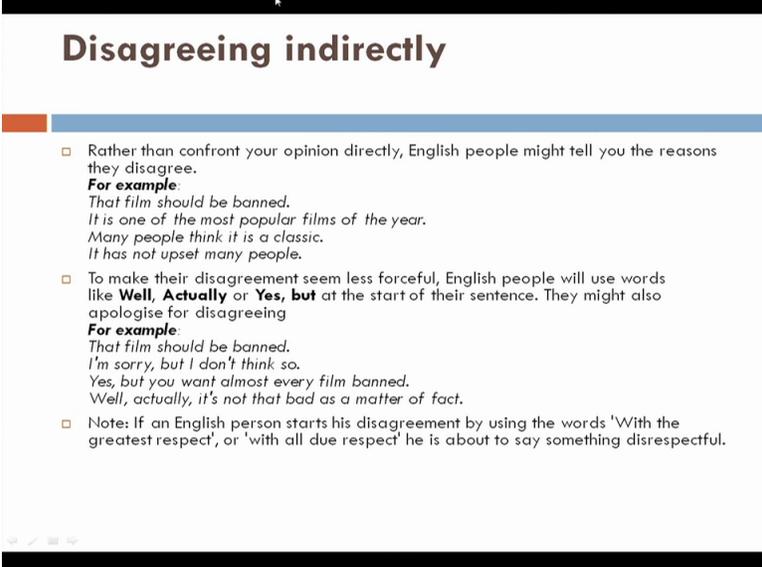
Student 3: I am afraid I might not be able to help you with this because our company does not do take promotions. Also will the Calcutta people be receptive enough to act such kind of an event?

Student 2: Yeah, if you have that doubt that is fine but, I think that is absolutely goes with the outline of the event that we had made earlier.

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You can disagree indirectly with people. But when you disagree indirectly with people you have to give the reasons like she did in the situation when she said, 'will the Calcutta people take it'.

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## Disagreeing indirectly

- Rather than confront your opinion directly, English people might tell you the reasons they disagree.  
**For example:**  
*That film should be banned.*  
*It is one of the most popular films of the year.*  
*Many people think it is a classic.*  
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- To make their disagreement seem less forceful, English people will use words like **Well, Actually** or **Yes, but** at the start of their sentence. They might also apologise for disagreeing  
**For example:**  
*That film should be banned.*  
*I'm sorry, but I don't think so.*  
*Yes, but you want almost every film banned.*  
*Well, actually, it's not that bad as a matter of fact.*
- Note: If an English person starts his disagreement by using the words 'With the greatest respect', or 'with all due respect' he is about to say something disrespectful.

So whenever you disagree with someone, people always give the reasons why they disagree. So let us look at some of these examples when you say, 'that film should be banned', 'it is one of the most popular of the film of the year', 'maybe people think it is a classic', 'it has not upset many people'. And to make their disagreement less forceful, English people will use the words 'well', 'actually', 'yes', 'but' at the start of their sentence. They might also apologize for disagreeing.

So you say 'I am sorry', like she said, 'I sympathize with you', if you remember the role play she said, 'I sympathize with you'. So you apologize for disagreeing, but I do not think so. Or you say 'yes', 'well, actually it is not that bad as a matter of fact'. So if somebody uses his or her disagreement by using the words 'with the greatest respect' or 'with all due respect' he is about to say something disrespectful, remember that.

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## Informal Expressions of Disagreement

- With close friends and family, we can use these more informal (and often direct) expressions to say we disagree. These would not be appropriate for the workplace unless you know your colleagues very well.
- *No way!*
- *You must be joking!*
- *You can't be serious!*
- *I totally disagree.*
- *I don't think so.*
- *What if ...?*
- What if you talk and talk and talk but neither of you can agree with each other? This, of course, does happen at times. Perhaps you and your colleague or friend will never **see eye-to-eye** (= agree on something).
- We have the perfect expression for this situation. And it will help you end the disagreement in a polite, amicable way.
- If you cannot discuss it anymore or you cannot find an agreement, just say:
  - *Let's just agree to disagree.*
  - **Yes, if you agree to disagree then at least you find something to agree on! Everyone wins.**
- Over to You
- Over to You
- Have you ever had a disagreement in English? Maybe with a colleague, client, or friend? How was your experience?
- 

Now let us look at some informal expressions of disagreement and these are very very informal. You can use them only when he you are with friends. You can not use them with everybody. You can use them with friends. So let us have some examples of informal phrases.

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Student 1: Zeniya, my friend is coming for dinner tonight.

Student 2: You got to be joking.

Student 1: Can we go out for party?

Student 2: You can not be serious Angad.

Student 1: He is going to stay here overnight.

Student 2: No way.

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### Using irony to express disagreement

- Come off it!
- Come on!
- Do you really think so?
- What!
- You can't actually mean that!
- You can't be serious!
- Are you pulling my leg?
- Are you kidding?
- You must be kidding!

**ARE YOU KIDDING ME?**



Using irony to express disagreement.

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Student 1: Hey can you please be show stopper for me tomorrow, please?

Student 2: Are you pulling my leg.

Student 1: No, seriously.

Student 2: Are you got to be kidding Angad? I mean you can not be serious.

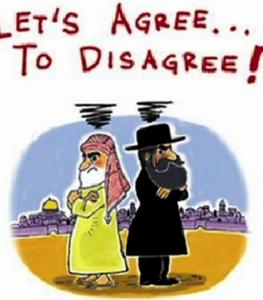
Student 1: Yes I am serious.

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## Formal/Professional Expressions for Disagreement

- The most polite way to disagree with someone is to use one of these strategies when introducing your disagreement:
- show that you understand the other person's opinion
- apologize before introducing your disagreement
- pretend to be in the middle or unsure about your position
- **Using these strategies helps to soften the disagreement and make the argument more effective.**
- *I see what you're saying but ... (I think)*
- *I respect your point but from my perspective (or but*
- *I take your point but that isn't the way I see it; instead*
- *True, that is a fair point, but I have to say I disagree*
- *I understand where you are coming from but ...*
- *There is some truth to what you're saying but don't you*
- *I'm sorry but I have to disagree with you on ...*
- *I'm not sure I agree with you on ...*
- *I don't think you and I have the same opinion on this*
- *I'm afraid I disagree.*
- *I'm sorry but I don't agree.*
- *I don't see it that way.*
- *I'm sorry but I disagree with you on this.*
- *I respectfully disagree.*



I am now going to run you through some formal and professional expressions for disagreement. We will not have role plays because we will follow this up on the session on meetings, where you would be using them. The most polite way to disagree with someone is to use one of these strategies when introducing your disagreement, so that you understand the other person opinion, that is important. Apologize before introducing your disagreement. Pretend to be in the middle or unsure about your position. Now using these strategies help to soften the disagreement and argument more effective.

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## Agreeing

That's right!  
Absolutely!  
Exactly!  
Me too!  
Yes, I agree!  
I totally agree!  
I couldn't agree more!  
I see exactly what you mean!  
You're right. That's a good point.  
There is no doubt about it that...  
I completely / absolutely agree with you.  
I agree with you entirely.  
I simply must agree with that.  
I am of the same opinion.  
That's exactly what I think.

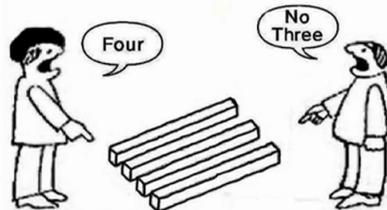


So we will practice these phrases when we come to meetings in actual situations. Agreeing, this is one way of saying different expressions for agreeing.

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## Disagreeing

- *I don't agree!*  
*I totally disagree!*  
*Absolutely not!*  
*That's not right!*  
*I'm not sure about that.*
- I don't agree with you.  
I'm sorry, but I disagree.  
I'm afraid, I can't agree with you.  
The problem is that...  
I (very much) doubt whether...  
This is in complete contradiction to...  
With all due respect, ...  
I am of a different opinion because ...  
I cannot share this / that / the view.  
I cannot agree with this idea.  
What I object to is...  
I have my own thoughts about that.

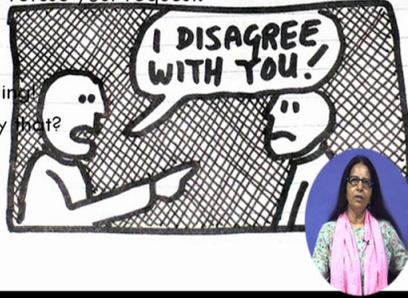


Different expressions for disagreeing.

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## Simple disagreement or refusal

- I disagree with you.
- Everyone has their own opinion, right?
- I think you're wrong on this.
- I'm sorry but I have to refuse your request.
- You're wrong.
- No way!
- You've got to be kidding!
- How can you even say that?
- Where is your logic?



Simple now (dif) there can be different kinds of disagreements. There can be a simple disagreement or refusal.

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### Track 4 - Strong disagreement

- I completely disagree with you.
- You are very wrong to say that.
- I totally disagree with you.
- I can't find myself to agree with you.
- You're dead wrong.
- You're way wrong.



Or there can be a very strong disagreement where you say, I completely disagree with you.

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### Disagreeing diplomatically (through doubt)

- I wonder whether that's the case.
- Hmm, I'm not sure about that..
- I'm not sure (that) it works like that.
- I'm not so sure about that.
- I'm not so certain
- Well, I'm not sure whether you can really ...
- Well, I don't know...
- Well, it depends...
- I'm inclined to disagree with that...



There could be a third way of disagreeing (dis) (diplomatic) diplomatically which we watched actually when we saw the role plays through doubt. When you say, 'I wonder whether that is the case', 'Hmm, I am not sure about that'. So you can also disagree diplomatically.

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### Accepting/Declining/Expressing acceptance

- I accept your point.
- Please accept this on our behalf.
- Sorry, I can't accept this.
- I'm 100% with you on this!
- Great idea.
- I'll take it.
- Sorry, I can't take it.
- Accept my apology.



Accepting, declining, expressing acceptance. This is another way of before you disagree you accepts the other (pa) person point of view. You say, 'I accept your point', 'Sorry I can not accept this'. So begin by saying, 'great idea I accept your point', and then you can disagree.

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### Partly agreeing

- *I agree up to a point, but ...*  
*I see your point, but ...*  
*That's partly true, but ...*  
*I'm not so sure about that*
- It is only partly true that...  
That's true, but...  
I can agree with that only with reservations.  
That seems obvious, but...  
That is not necessarily so.

Partially agree. So that is the third (situ) situation agreeing, disagreeing, partly agreeing. When you say, 'I agree up to the point, but...', 'I see your point, but...', 'that is partly true, but...'



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Countering politely (through partial agreement followed by antithesis)

- That may be so, but ...
- That may be true, but ...
- That may be so, ...
- That might have been the case once, but ...
- Well, maybe they do, but ...
- You may be right about ..., but ..
- Maybe...But the problem is...
- That's a good idea, but...
- That's a good point, but...
- I'd love to, but...
- That would be great, except that...
- That may be so, but... § Possibly, but...
- ..., but what I'm concerned with is...
- ..., but what I'm afraid of is...
- ..., but what bothers me is...
- ..., but what I don't like is...
- ..., but what I'm concerned with is...

**BUT**



Okay. So, the 'but' phrases. We have a whole lot of but phrases here. Where you counter politely through partial agreement followed by and thesis is that maybe so but, that may be true but, and so on.

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Always Offer an Alternative/Suggestion

- To effectively argue for your position or opinion, it is best to finish your disagreement by offering an alternative or a suggestion. This is a solution-focused argument and can also soften the disagreement.
- Here are some great expressions to use after expressing your disagreement:
- *Instead, I think we should/could ...*
- *My suggestion would be to ...*
- *An alternative solution might be ...*
- *I would recommend that we ...*
- *How about we ...*
- *What do you think about ... instead?*
- *If you ask me, I think we should ...*

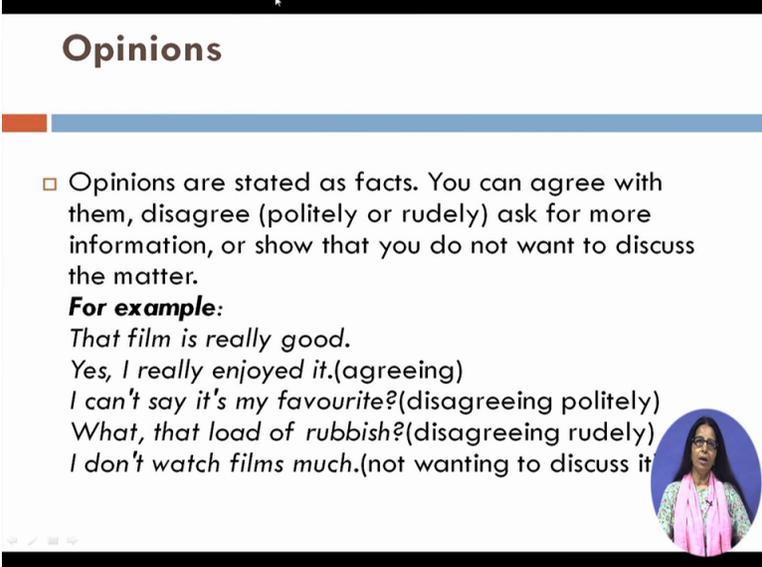
**I THINK THAT...**



And whenever you disagree you can always offer an alternative or a suggestion to effectively argue for your position or opinion, it is best to finish your disagreement by offering an alternative or a suggestion. So this is a solution focused argument and can also soften the disagreement. So

you can say, 'instead we could do this', 'my suggestion would be'. So (suggest) suggestions in agreement and disagreement can come together.

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## Opinions

- Opinions are stated as facts. You can agree with them, disagree (politely or rudely) ask for more information, or show that you do not want to discuss the matter.

**For example:**

*That film is really good.*  
*Yes, I really enjoyed it.*(agreeing)  
*I can't say it's my favourite?*(disagreeing politely)  
*What, that load of rubbish?*(disagreeing rudely)  
*I don't watch films much.*(not wanting to discuss it)

Now opinions opinions are often stated as fact. Whenever someone gives an opinion you can agree with them, you can I disagree with them, ask for more information or show that you do not want to discuss that matter. For example, 'that film is really good', you could say yes I really enjoyed it, you can disagree I can not say it is my favorite and you can disagree rudely say, what a load of rubbish, I do not watch films, you do not want to discuss it. Notice that asking for more information is often a polite way of disagreeing. So if someone says, 'that film is really good', you say, 'do you think so?', 'What do you like about it?' So that is one way of disagreeing.

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## Question tags

- Question tags at the end of a sentence demand a response. Therefore they are useful in asking for agreement, or in starting a discussion about an opinion.  
**For example:**  
*That road is really dangerous, isn't it?*  
*Yes, it is.*  
*Janet is so stupid!*  
*You don't like her, do you?*

Note that when agreeing to an opinion with a question tag, 'yes' or 'no' alone are impolite. You should answer with 'yes', 'no' and then the subject pronoun and auxiliary.

**For example:**  
*He wouldn't do that, would he?*  
*No, he wouldn't.*



Question tags at the end of the sentence demand response. Therefore they are useful in asking for agreement or starting a discussion about an opinion. So you say, 'should we end the lecture today? Should we?', 'that road is really dangerous, is not it?' So whenever we use a question tag we are seeking agreement. 'Do not you think this is a good idea, do not you?' So whenever we use question tags we know we are being asked to agree or disagree.

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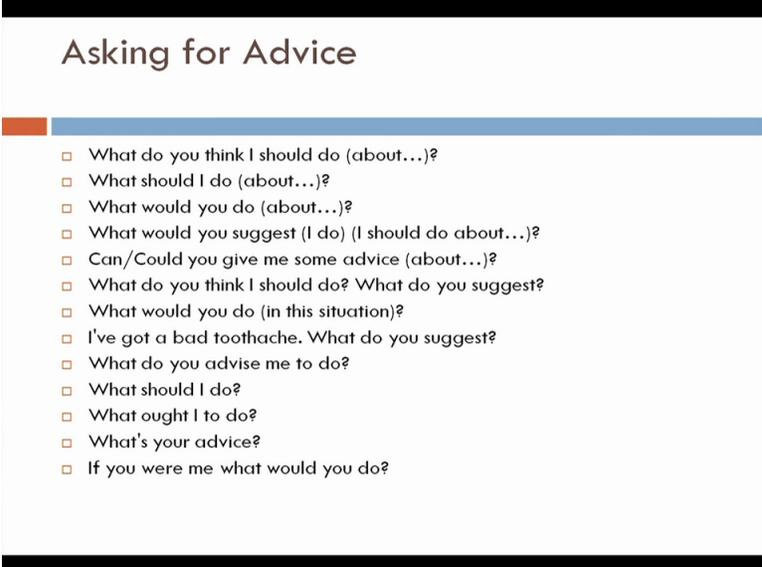
## USEFUL EXPRESSIONS TO EXPRESS YOUR OPINION

□ In my opinion, ...	In my eyes, ...	
□ To my mind, ... personally, ...	As far as I am concerned, ...	Speaking
□ From my point of view, ...	As for me / As to me, ...	
□ My view / opinion / belief / impression / conviction is that ...		I hold the view that ...
□ I would say that ... opinion that ...	It seems to me that ...	I am of the
□ My impression is that ... impression that ...	I am under the impression that ...	It is my
□ I have the feeling that ...	My own feeling on the subject is that ...	
□ I have no doubt that ...	I am sure / I am certain that ...	
□ I think / consider / find / feel / believe / suppose / presume / assume that ...	(I form / adopt an opinion.)	I dare say
□ I hold the opinion that ... that ...		
□ I guess that ...	I bet that ...	I gather that
...		

We will quickly look at basin together sorry the table has gone all right. You can use this expressions to express your opinion. We will now move on to how to give advice and how to ask for advice. Asking for and giving advice. How many times you ask for advice or given advice? Very often you have your parents giving you advice. Uncalled for advice. Now there is a way of giving advice and there is a way for seeking advice. We all know how to do it instinctively in our mother tongue.

For instance in Hindi you can say, 'ab kya?' All you say is, 'what do we do now?' And that is the opening for the other person to suggest something. Or you say, 'now?', 'ab?', 'hun?' in Punjabi. But in English there are very clear ways of asking for advice and giving advice. Let us look at some of these.

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The slide is titled "Asking for Advice" and features a list of 13 questions, each preceded by a small orange square. The questions are:

- What do you think I should do (about...)?
- What should I do (about...)?
- What would you do (about...)?
- What would you suggest (I do) (I should do about...)?
- Can/Could you give me some advice (about...)?
- What do you think I should do? What do you suggest?
- What would you do (in this situation)?
- I've got a bad toothache. What do you suggest?
- What do you advise me to do?
- What should I do?
- What ought I to do?
- What's your advice?
- If you were me what would you do?

Asking for advice. What do you think I should do? What should I do? What should you do? What would you suggest? Can you give me some advice? So again we are moving from the most informal to the most formal. Can you give me some advice? What do you think I should do? What do you suggest? What would you do in this situation? What do you advise me to do? We do not always use the word 'advice' but we can ask people what we should do.

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### Asking for advice:

- I've got a bad toothache. What do you suggest?
- What do you advise me to do?
- What should I do?
- What ought I to do?
- What's your advice?
- If you were me what would you do?



So, I have got a bad toothache. What do you suggest? What do you advise me to do? What should I do? What ought I to do? What is your advice? If you were me what would you do?

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### Giving Advice

- Giving advice in English might seem tricky at first. There are several ways to do it and each uses a slightly sentence structure. So, how do we choose which one to use?
- Find out with these five simple ways to give advice in English.

Similarly on giving advice. Now giving advice is more tricky than asking advice because people do not always like taking advice from you. So whenever you are giving advice you have to be tentative so that the other person does not take offence or does not think that you are trying to impose your views on them. You got to be very tentative. Now let us look at the different ways in

which you can give advice and let us see 5 different ways, 5 simple ways to give advice in English. The first is to use the modal verb should.

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## Make it into a question

- To make advice less direct, we can use a question to make the person we are advising consider about the advice we are giving them.
- **WHY DON'T YOU**
  - *Why don't you do some more exercise?*
  - *I know it's difficult to find, but why don't you look on the Internet?*
  - *Why don't you wait here for a moment, I'm sure she will be back very soon*
  - *With the question 'Why don't you...?' we use an infinitive without 'to'.*
- **HOW ABOUT + ING (or YOU + bare infinitive)**
  - *You look bored. How about going for a walk? We could go to the river.*
  - *How about you stay here and I go and look for help?*
- *How about doing some more exercise?*
- *When we use 'How about...?' to make a question, we use a gerund after it.*

And the second is to make it into a question. So, should, why do not you, how about. Let us practice some of these.

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Student 1: Zeniya you are sneezing again. You should go to the doctor.

Student 2: Angad right now I am rushing for the meeting. Just tell me is this dress okay?

Student 1: Yes it is okay. How about if you wear your glass on? It will look much professional.

Student 2: Okay.

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You could either make it into a question such as, 'why do not you?'

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## Put yourself in the person's position

- If someone is asking for your advice, sometimes it's useful to imagine yourself being in that person's position. This is a good way to explain your advice, too.
- **IF I WERE YOU** (+ would)
- *If I were you, I would do more exercise.*
- If I were you, I'd send her an e-mail saying sorry
- If I were you, I wouldn't buy that book
- Remember to use an infinitive after 'would' and not 'to'. To make this negative, put 'not' after 'would'.

Or you could put yourself in the other person's position. If someone is asking you for advice, sometimes it is useful to imagine yourself being in that person's position.

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Student 1: Good morning Mr. Singh.

Student 2: Good morning.

Student 1: Good morning Zeniya.

Student 3: Good morning.

Student 1: I was thinking of featuring your event in the page 3 section of a newspaper. What would you advice Mr. Singh?

Student 2: Why do not you think it on air?

Student 1: Okay. And Zeniya, what is your take on this?

Student 3: I think if I were you then, I would have taken this on a very different level. I would rather publicize it during spring fest. Wherein you have students from across the country and that will be like publicity on a very larger level.

Student 1: Okay.

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Another way you could do it is by making the suggestion.

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Student: Hi madam.

Teacher: Hi Angad.

Student: I was just passing by so I just thought like I could just ask for any work. Is there any work for me?

Teacher: Yes that could be a lot of work Angad. But you need to get back into shape. It is high time you started going to the gym again.

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## Advise in a stronger way

- Sometimes, you need to make your advice stronger to let the listener know that it's really important. We can use the expression 'you had better...' to do this.
- **IMPERATIVES** (start, stop, try, consider...) + ing
  - Stop drinking so much coffee, it's not healthy
  - Start going to the gym
  - Try talking to him, you may convince him
  - Consider buying a new bicycle and give the old one to your little brother
- **YOU'D BETTER** (not) + bare infinitive (colloquial often: YOU BETTER...)
  - You'd better not call her now, she must be too angry with you
  - You better come to my house and ask my father
  - You had better do more exercise before you start getting fat.
  - You had better not drink so much beer or you will get fat.
- We use an infinitive after 'better' to explain our advice and add 'not' after 'better' to make the sentence negative.
- **MUST/HAVE TO** [strong advice]
  - You must go to the doctor immediately, that looks serious.
  - You have to take her to that movie, she's going to love it.
- **YOU'D BE CRAZY** (not) **TO**
  - That girl is wonderful. You'd be crazy not to love her
  - The house you showed me is so expensive. You'd be crazy to buy it.

Also advise in a stronger way.

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Student: But I really need a campaign.

Teacher: Then you better get into shape. Come back after 2 weeks and I will have an assignment for you.

Student: Okay.

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## Giving advice and making suggestions

### **I think you should tell your parents**

You could always... *tell your parents*  
Have you considered... *telling your parents?*  
Have you thought about... *telling your parents?*  
Perhaps we could... *tell your parents*  
In your position, I would... *tell your parents*  
You should perhaps... *tell your parents*  
It may be a good idea to... *tell your parents*  
Maybe you can... *tell your parents*

So as we saw there are so many ways of giving advice. But depending on the phrase you use the exact phrase you use, it changes the meaning. So suppose you come to me for advice on something. As we saw there is something so many different ways of asking for advice and giving advice. But it makes a lot of difference the way you give advice. The exact phrase you use to give advice. Suppose you came to me for my advice.

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Student: Good afternoon madam.

Teacher: Good afternoon Zeniya.

Student: Madam I just want to talk to you something about.

Teacher: Yeah sure.

Student: Beside studies. I was just thinking of continuing my PhD here as a regular student until I give my registration seminar.

Teacher: I think it is a great idea but I think ought to tell your parents

Student: Okay madam.

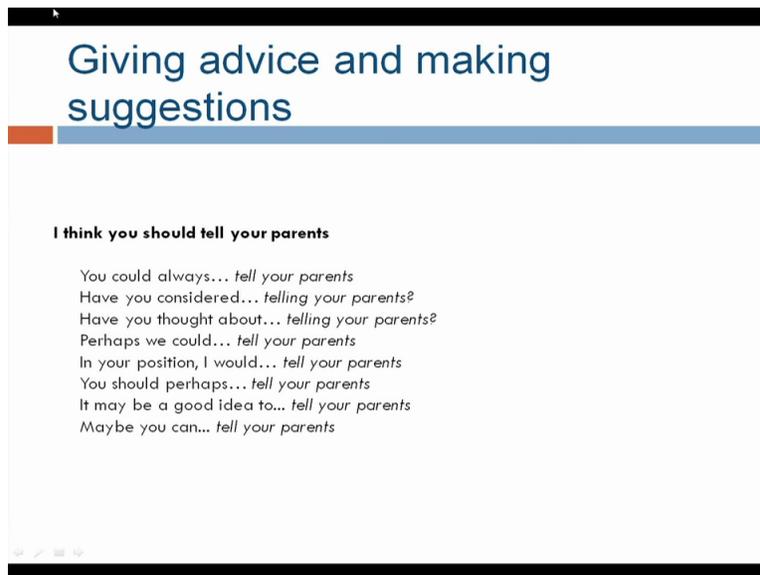
Teacher: You have to always tell your parents.

Student: Okay madam.

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Have you thought of telling your parents Zeniya?

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**Giving advice and making suggestions**

**I think you should tell your parents**

- You could always... *tell your parents*
- Have you considered... *telling your parents?*
- Have you thought about... *telling your parents?*
- Perhaps we could... *tell your parents*
- In your position, I would... *tell your parents*
- You should perhaps... *tell your parents*
- It may be a good idea to... *tell your parents*
- Maybe you can... *tell your parents*

In your position I would tell your parents. You should perhaps tell your parents. May be a good idea to tell your parents. Maybe we can tell your parents. So I can say it in so many different ways.



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**Giving advice and making suggestions**

- **I think you shouldn't tell your parents**
  - Do you think it's a good idea to... *tell your parents?*
  - Are you sure it's a good idea to... *tell your parents?*
  - I don't know if it's a good idea to... *tell your parents*
  - I don't know about you, but I would never... *tell your parents*
  - Maybe you should think twice if you're going to... *tell your parents*
  - I'm not so sure about... *telling your parents*

And, of course, we can also use the positive phrases in the negative:

- You could always not... *tell your parents*
- Have you considered not... *telling your parents?*
- It may be a good idea not to... *tell your parents*
- etc

I think you should tell your parents. I the focus changes about, I am not sure about telling your parents. So I think you should not tell your parents. So suppose she asked me about giving her registration seminar and I am against it, so I will say, 'I think you should not tell your parents', 'do you think it is a good idea to tell your parents?' Because they are preparing, they are ready for something else. 'Are you sure it is a good idea to tell your parents?', 'I do not think it is a good idea to tell your parents'. So you can use these variations.

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**Giving advice**

- If I were you, I would go to the dentist.
- Why don't you go to the dentist?
- You'd better brush your teeth regularly.
- You ought to/should avoid eating sweets.
- If you take my advice, you'll go to the dentist.
- It might be a good idea to brush your teeth on a regular basis.
- I advise you to brush your teeth on a regular basis.
- Have you thought about seeing a dentist.

we saw a lot of structures as to how to give advice. Using ought, should, using questions, putting yourself in somebody else's position and we have a whole lot of phrases here for you to practice.

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## Declining to give advice

- I don't know what to advise, I'm afraid.
- I wish I could suggest something, but I can't.
- I wish I could help.
- I'm afraid I can't really help you.



You can also decline to give advice. You say, 'I do not know what to advise I am afraid', 'I wish I could suggest something but I cannot', 'I wish I could help', 'I am afraid I cannot help you'.

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## Giving Advice

- I think you should ...
- Why don't you ...?
- If I were you, I would ...
- Maybe you should ...
- I suggest you ...
- How about (verb+ing...)?
- You might try (verb+ing...)
- I would advise you to ...
- My advice would be to ...
- It might be a good idea to ...
- I think you should get a lawyer.
- Why don't you call the company?
- If I were you, I would tell her.
- If I were you, I would go to the dentist.
- Why don't you go to the dentist?
- You'd better brush your teeth regularly.
- You ought to/should avoid eating sweets.
- If you take my advice, you'll go to the dentist.
- It might be a good idea to brush your teeth on a regular basis.
- I advise you to brush your teeth on a regular basis.
- Have you thought about seeing a dentist.



Giving advice, so please try some of these structures along with the combinations they come with.

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The slide is titled "Asking for Opinions" and features a list of nine questions, each preceded by a small square icon. The questions are:

- What do you think?
- What's your opinion?
- What are your ideas?
- Do you have any thoughts on that?
- How do you feel about that?
- Do you think that....?
- What do you think about....?
- What's your opinion on....?
- Do you believe that.....?

In the bottom right corner of the slide, there is a small circular portrait of a woman with long dark hair, wearing a pink shawl over a patterned top.

And advice and opinions often go together. We ask few people for advice but we also seek people's opinions on something. So we would ask, 'what do you think?', 'what is your opinion?', 'what are your ideas?' Asking for opinions, 'how do you feel about it?', 'do you think?', 'what do you think about it?' This is the way you ask for opinion

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## Personal Point of View

- We use these words and phrases to express a personal point of view:
- In my experience...
- As far as I'm concerned...
- Speaking for myself...
- In my opinion...
- Personally, I think...
- I'd say that...
- I'd suggest that...
- I'd like to point out that...
- I believe that...
- What I mean is...



And how do you give opinion. So usually when we give opinions it appears like a fact. But if you want to make it more tentative, you can say this is my point of view. So you say you always say, 'in my experience', to make it sound less like a fact and make it like an opinion you say. 'as far as I am concerned', 'speaking for myself', 'in my opinion', 'personally I think', 'I would say that', 'I suggest that', 'I like to point out that', 'I believe that', 'what I mean is'.

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## General Point of View

- We use these words and phrases to express a point of view that is generally thought by people:
- It is thought that...
- Some people say that...
- It is considered...
- It is generally accepted that...



But you could also have a general point of view. We say, 'it is thought that', 'some people say that', 'it is considered that', 'it is generally accepted that'.

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## Giving Opinions

- I think we should get a new car.
- I don't think we need one.
- I believe (that) smoking should be outlawed.
- I don't believe (that) it should be illegal.
- In my opinion, Gone with the Breeze is the best movie ever made.
- I feel that it's the right thing to do.
- I don't feel that it's such a good idea.
- I agree / I don't agree.
- I think so / I don't think so. I believe that / I don't believe that. I'm not sure / Maybe.



So we will see we will try to look at some role plays on how to give opinions.

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Student 1: Zeniya, I was planning to take up this cost on research methodology. what is your opinion on this?

Student 2: Rajeshwari, I have earlier taken this course but I mean I personally thought that you know this, as a student of literature, this is not of much use to you. So, I think you should have a second thought upon that before taking up the course.

Student 1: Okay.

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## Language Notes

- In formal conversation, giving advice is often suggested through modals: ought to/ should / could / If I were you.
- In informal conversations people tend to use words such as I think that/ I feel that/ in my opinion.
- Note the emphasis on I know so and Trust me.
- These common phrases can be used to convey both positive and negative emotions. "I know so" conveys a deep belief or certainty. "To know" shows more certainty than "to think."
- Notice the use of command forms: Take the job. /Trust me./ Go for it! The command form can be used to gently persuade someone.

We have looked at giving opinions asking for opinions and informal conversation giving advice is always used suggested through modals you ought to, should, could, if I were you. In informal conversations we say, I feel that in my opinion. So sometimes we say nowadays everybody started using 'trust me'. People use this term very often, 'trust me' to show both negative and positive (op) opinions, emotions. You say, I know so or to know is better than saying, to think. Nowadays when we know someone well we say, 'trust me, what I am saying is fine'.

So we looked at in the module, we have just completed. we looked at a whole lot of structures. We looked at a whole lot of phrases for making conversations. yes I know that all of you can converse very fluently in your own language. But in English when you translate from your languages and use them in colloquial or your conversation in English it sounds very odd. So I have tried to put you through some structures, some standard structures, you can always vary them. There is no hard and fast rule.

But I have tried to show you how each structure or how (fa) each phrase, what kind of feeling or what kind of attitude it conveys. We will practice, I hope that when we move on to the next more advanced activities, you would be able to use these structures in actual situations. Whether it is an interview, whether it is an appraisal, a meeting, or a presentation. I would like you to use (ee) each of these structures. Due to time constraints we have not been able to go through the entire gamut of phrases we use in English conversations.

But we tried to supplement the lectures by giving you an entire range of activities which will cover additional structure the ones we were not able to cover in the lectures, we will give you role plays. We will give you activities and pen and paper exercises related to more conversational structures. Thank you.