Learning Objectives
Intermediate

In this session, you will:

• Learn how to make formal and informal suggestions
The coach and the learner read aloud the conversation given below. Say whether the statements on the next slide are ‘True’ or ‘False’.

**Mona:** Oh, boy . . .

**Tom:** What’s up?

**Mona:** Well, I just got this email . . . Hmm. I’m wondering what to do about this. I’m afraid some of my staff don’t know enough about cybersecurity. Not only how to keep their laptops safe but how to protect the company network!

**Tom:** Yeah, that could be a problem. How about getting in touch with Viktor in IT?

**Mona:** Hmm. It’s late. He’s probably not in his office. I’ll send him an email. What do you think he’ll suggest?

**Tom:** I don’t know. But I’d tell him what your concerns are. Say you’d like to set up a meeting. You won’t need to propose a formal agenda—just list your questions.

**Mona:** My basic question is, how can IT help my staff understand their role—and do their part to keep our computers safe? I guess I should propose that IT do some training.

**Tom:** You could suggest that in your email as something to talk about. Why don’t you invite him to suggest some things to talk about, too? I’d wait before making that proposal, though. Viktor might have a better idea.

**Mona:** Oh, yes—of course! I want Viktor to know I’m definitely open to suggestions. Thanks, Tom.
Let’s Discuss
Intermediate

The statements below refer to Mona and Tom’s conversation that you just heard. Say if they are True or False.

1. Mona just got an email with good news.
2. Mona worries that members of her staff don’t know how to keep company computers safe and secure.
3. Tom offers to hold a meeting with her staff.
4. Mona plans to email Viktor in IT to ask for a meeting.
5. Mona has no idea what Viktor might do to help.
6. Mona will invite Viktor to suggest things for them to talk about.
You will often need to make suggestions to your colleagues via email. You may need to make formal or informal expressions depending on who you are writing to. Study the expressions used to make formal and informal suggestions. Pay close attention to the grammar used in each type of suggestion.

**Making Formal and Informal Suggestions**

**Intermediate**

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<td>I would suggest (that) you call him. May I suggest (that) you call him?</td>
<td>You could call him. How about calling him? Why don’t you call him? We could call him. Let’s call him. Let’s not bother him.</td>
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Let’s Practice

Intermediate

Complete the emails below with the correct formal or informal expression to make a suggestion. Explain how you identified the email as formal or informal, and what grammatical clues you used to select the correct expression. Refer to the table for help.

1. Dear Ms. Dow, Thank you for inviting me to be part of your panel. I’m afraid I have a previous engagement and will be unable to participate. If you are looking for another speaker, _________ invite Alison Yu. Best regards, J.R. McPhee

2. Olivia, I’d like to get together to discuss the supply chain issues. How about tomorrow? I’m free after 2:00. _________ not wait too long to do this. AnneMarie

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Intermediate

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3. Hi Olivia, Yes, I can make the meeting. One suggestion for the agenda: __________ ask Matthew to report on the conference he attended.

4. Hi Olivia, I have a conflict and can’t make a meeting at 10:00. Neither can Dave. __________ have it later in the day? Matthew

5. Hi Olivia, I’ll be there. It would be good to have Edgar Ramos there, too. __________ inviting him to the meeting? Philippe

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You have some suggestions you would like to share with your colleagues via email. Use the expressions you learned to turn each of the ideas below into formal or informal suggestions.

[1] reschedule the meeting for another day (formal)

[2] begin the meeting with introductions (informal)

[3] ask everyone to introduce themselves (informal)

[4] ask someone to take the minutes of the meeting (formal)

[5] get everyone to brainstorm (informal)