Participating in Meetings
Advanced

Session 8: Calls to Action
Learning Objectives
Advanced

In this session, you will:

• Learn to distinguish between suggestions and direct requests.
• Practice asking for approval for a specific course of action or plan.
• Make suggestions and requests concerning a plan of action.
## Making Requests
### Advanced

<table>
<thead>
<tr>
<th>Requesting Suggestions</th>
<th>Requesting Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>When/Where/How/Who should we (make, introduce, etc.)?</td>
<td>Can I get your approval on (this request, meeting with clients, etc.)?</td>
</tr>
<tr>
<td>When/Where/How/Who shall we (make, introduce, etc.)?</td>
<td>Do you approve of (this request, meeting with clients, etc.)?</td>
</tr>
<tr>
<td>I’d like to ask your opinion on when/where/how/who you think we should (make, introduce, etc.).</td>
<td>I’d like to get your okay on (this request, meeting with clients, etc.).</td>
</tr>
<tr>
<td>Could I get your opinion on when/where/how/who we should (make, introduce, etc.)?</td>
<td>Can we move forward on (this request, meeting with clients, etc.)?</td>
</tr>
</tbody>
</table>
# Making Suggestions and Requesting Action

## Advanced

<table>
<thead>
<tr>
<th>Making Suggestions</th>
<th>Requesting Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why don’t you/we (make, introduce, etc.)...</td>
<td>Verb + action</td>
</tr>
<tr>
<td>How/What about (making, introducing, etc.)...</td>
<td>Plan the meeting for next week.</td>
</tr>
<tr>
<td>Let’s (make, introduce, etc.)...</td>
<td>Please + verb + action</td>
</tr>
<tr>
<td>I think we should (make, introduce, etc.)...</td>
<td>Tom, please write up a report on...</td>
</tr>
<tr>
<td>I’d like you to (make, introduce, etc.)...</td>
<td></td>
</tr>
</tbody>
</table>
Let’s Practice

Advanced

HouseChef Utensils has decided to introduce new cooking utensils in Europe. In the conversation that follows on the next slide, colleagues are asking for and making suggestions on which utensils to introduce first. Use the language you learned to fill in the blanks of their conversation on the next slide.
Let’s Practice
Advanced

Fill in the blanks of the conversation with the correct word or phrase provided below. Then practice reading the dialogue aloud.

How about | please report back | When should we start
ask your opinion | Let’s | get your approval
Let’s introduce | I think we should | I’d like you to
Where should we

Silvie: I’d like to ________ on which items we should start manufacturing. How many international cooking utensils should we introduce?

Deepak: ________ start with different international lines. For instance, we could have five utensils for Japanese cooking, five for Indian, and so on.

Luis: That’s a great idea. ________ start?

Silvie: ________ starting with Japanese and American products?

Luis: What? American? Which utensils are special for American cooking?!

Deepak: What about grilling? Americans love to grill. ________ a line of grilling equipment.

Silvie: Right. We grill in Europe, but it’s pretty different.
Let’s Practice
Advanced

How about please report back When should we start
ask your opinion Let’s get your approval
Let’s introduce I think we should I’d like you to

Where should we

Luis: I see your point. ________ production?

Silvie: Quickly. I think the sooner the better. Can I ________ on starting with utensils from these two places?

Luis: Sure, I think they’ll both be popular.

Deepak: I agree. ________ start with those.

Silvie: Right. Deepak, ________ on estimated manufacturing times at our next meeting.

Deepak: Okay.

Silvie: Luis, ________ research which cooking utensils are most important in Japan and the U.S.

Luis: Got it. This sounds like fun!
Apply It!

Advanced

Now it’s time for you to participate in a weekly staff meeting. Ask for and make suggestions on plans of action, instruct others on next steps, and ask for approval on specifics, using the target language.

1. You want to ask others for their opinion on when you should hold a meeting.
2. Instruct others to write a report for next week.
3. Ask for approval to purchase some office equipment.
4. Suggest a place for a meeting for next week.
5. Politely instruct someone to email you with sales figures from last year.
6. Ask for approval on doing some market research.
7. Ask for suggestions on which shipping agent to use.
8. Suggest a time for completion of a new advertisement for your company.
9. Tell an employee to make reservations for a hotel room.
10. Request approval for a deadline for finishing a project.