Participating in Meetings
Intermediate

Session 3: Checking Your Understanding
Learning Objectives

Intermediate

In this session, you will:

• Brainstorm phrases we can use to check for understanding.

• Practice asking for clarification.

• Practice asking someone to provide more information.

• Practice confirming information.
Let's Get Started

Intermediate

When you are in a meeting and you are not sure you understand something, what phrases or expressions can you use to avoid misunderstandings?

Ex: *Can I just check with you what you meant?*
Let's Practice

Intermediate

Learner 1: Quickly give directions from your workplace to your home.

Learner 2: When you do not understand something, ask for clarification, using the target language.

Vocabulary

Can you repeat that, please?
I'm sorry, but I didn't catch that.
Can you explain that again, please?
Can you speak more slowly, please?
Can you say that again, please?
Clarifying, Confirming, and Asking for More Information

Put the following questions and statements into one of the three categories. There may be more than one correct answer.

A. Clarifying  B. Confirming  C. Asking for More Information

1. Can you repeat that, please? (answer: clarifying)
2. We’ve signed the contract, haven’t we?
3. That sounds good to me.
4. How long do you need to deliver the supplies?
5. From what I understand, the project deadline is on Friday.
6. What type of software do they make?
Let’s Practice
Intermediate

Learner 1: You are a manager. Answer your subordinate's questions.

Learner 2: You have some questions to ask your manager. Ask questions about the following situations to receive more information. Use the target language to get you started.

1. You are going to a business conference next month.
2. Your supervisor cancels a project you are working on.
3. Your manager wants you to work overtime on the weekend.

Vocabulary
Can you explain in more detail?
Do you know why/what/for how long...?
Can you tell me...?
Imagine a bunch of your colleagues are attending this session with you. Confirm what you know about them.

**Examples:**

- *I think I saw you working in the marketing department?*
- *Are you the supervisor of the logistics department?*
- *You are working on the sales project, aren't you?*
- *From what I remember, we started working here at the same time.*