Learning Objectives

Intermediate

In this session, you will:

• Learn language to make 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.
Let's Discuss
Intermediate

At your workplace, how often do you have to make a suggestion or a direct request?

• If you are confident in making a suggestion, people are more likely to buy into it.
• If you are confident in making a direct request, people are more likely to follow through with it.
Making Suggestions
Intermediate

<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>
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<tr>
<td>I think we should (make, introduce, etc)…</td>
<td>Tom, please write up a report on…</td>
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Use the vocabulary above to either make a suggestion or request action for the following situations:

1. You want to ask others for their opinion on when you should hold a meeting.
   
   Why don’t we have the meeting first thing Monday morning?

2. Instruct others to write a report for next week.

3. Ask for suggestions on which shipping agent to use.

4. Suggest a place for a meeting for next week.

5. Politely instruct someone to email you with sales figures from last year.
Let’s Practice
Intermediate

In your workplace, you may have to request approval for a variety of situations. Use the vocabulary below to request approval the following situations:

1. Ask for approval to take your vacation during the Christmas holidays.
2. Ask for approval on doing some market research.
3. Request approval to extend a deadline for finishing a project.

Vocabulary

Can I get your approval on (this request, meeting with clients, etc.)?
Do you approve of (this request, meeting with clients, etc.)?
I’d like to get your okay on (this request, meeting with clients, etc.)?
Can we move forward on (this request, meeting with clients, etc.)?
Let’s Practice
Intermediate

At times you need to ask for approval or suggestions. Other times, you need to instruct others on what to do. Use the cues to choose the best response for the situation. Pay attention to the expressions used.

1. You are undecided about whether you should hire a new employee.
   a. *Can I get your approval* on hiring a new employee?
   b. *Can I get your opinion* on whether to hire a new employee?
   c. *Please hire* a new employee.

2. You’ve produced a new advertising budget and need approval.
   a. *I’d like to get your okay on* the new advertising budget.
   b. *Give me your okay on* the new advertising budget.
   c. *I think we should* have a new advertising budget.
3. You’re the project manager of a new website for your company. Inform team members of the deadline.
   a. Can we move forward on a deadline for the end of December?
   b. Could I get your opinion on a deadline for the end of December?
   c. I’d like us to finish the site by the end of December.

4. You’re not sure who should take care of manufacturing your product.
   a. I’d like you to tell me who should manufacture our new product.
   b. Could I get your opinion on who should manufacture our new product?
   c. Let’s manufacture our new product soon.

5. You’re a manager. Request an administrative assistant to finish a report for next week.
   a. Please finish the report for next week.
   b. Why don’t you finish the report for next week?
   c. Do you approve of finishing the report for next week?
Think of something you want someone at work to do. Instruct him/her on the steps needed, using the imperative form.