



Part I: Monologue

Starting the conversation

I would like to start by saying/mentioning ...

Let me begin with ...

My talk will be about/deals with/focuses on ...

The topic I want to talk about today is ...

I would like to tell you something about ...

Structuring the monologue

I have structured my talk as follows.

There are ... points I'd like to make ... / These are the points I'd like to talk about.

First of all, ... Secondly, ... Thirdly, ... Finally ...

First, I'd like to say a few words/make a few remarks about ...

I'll round off by saying ...

Moving on to another aspect

Next, I'd like to talk about ...

Now I'd like to draw your attention to the fact that ...

Another aspect/reason worth mentioning is ...

And now, I'd like to focus on/talk about/have a look at...

This topic wouldn't be complete without a look at ...

What I haven't mentioned yet is that ...

I'd like to add that ...

Now on to my next/last point. / Let's move on to ...

Referring to prompts on your task sheet

The picture/material symbolises/illustrates that ...

As you can see in the picture/material ...

To my mind, this picture/material clearly indicates that ...

The quotation here refers to the fact that ...

And this is something which you can clearly recognise in ...

Giving your personal opinion

As far as I'm concerned/In my opinion/To my mind, this seems ...

Personally, I feel/believe that ...

I firmly believe that ...

There cannot be any doubt that ...

I'm convinced that ...

Explaining and providing examples

Let me explain what I mean by that.

Let me give you an example to illustrate this point.

Take ..., for example.

For instance, look at ...

There is strong evidence/It is common knowledge/The scientific community agrees that ...

Emphasising one aspect

I'd like to emphasise that ...

Let me repeat what I said earlier.

What I strongly believe is that ... / What's particularly important is that ...

Let me draw your attention to the fact that ...

To me, that is the core problem of the whole issue.

Concluding

So, to wrap things up ...

All things considered, I'd like to conclude by saying ...

Well, let me just sum up my main points.

Thank you very much for your attention/for listening.



Part II: Dialogue

Starting the conversation

I'd like to focus on ... because ...

Let us first turn to the picture which ... /the question of ...

What strikes me first about this whole issue is ...

I would like to start by looking at ...

I suggest we start talking about ...

Why don't we first address ... if this is okay with you.

Asking for your partner's opinion / Engaging the other person(s)

Is there anything you would like to add?

How do you feel about...? / How about you?

I am curious to hear what your opinion is on that/that matter.

Can you please provide an example?

Could you be more specific? What do you mean?

What is your position/view on ...?

Agreeing

Right! / Absolutely! / I totally agree!

I admit I agree with you on this (particular) point.

You have a point here.

You are right, it cannot be denied that ...

That sounds convincing.

I'm totally with you on this.

I agree in principle but ...

I partly agree with you. / I agree with you to some extent.

Disagreeing

Sorry, but that is not the way I see it.

I see what you mean but I don't believe that ...

Well, I don't quite go along with you here.

I'm not sure you're on the right track when you say that ... because ...

I'm sorry, but I'm not (yet) convinced because ...

What bothers me about that is ... because ...

You might be mistaken here.

I'm not sure it's as simple as that / this makes sense.

I would question that argument.

Convincing your partner

There is strong evidence/It is common knowledge/The scientific community agrees that ...

Research suggests that ...

From my own experience, I can assure you that ...

It is absolutely safe to say that ...

It is imperative/clear that ...

Believe me when I say that ...

Instead of focusing on ..., I suggest you look at/consider ...

Could you go along with that? / Would that be ok with you?

Moving on to another aspect

I would like to bring up another issue/raise another point.

Now that we have looked at ... let's turn to ...

On top of everything we have said so far, we also need to consider the fact that ... /think of ...

We should also discuss possible drawbacks/disadvantages ...

What we haven't discussed yet is the question of (whether) ...

Something we have ignored so far is ...

Would it be alright/ok with you if we now focus on ...?

Is there anything you would like to add before we move on to ...?

Where do we go from here?

Right, would you agree that we have completed this task?

Referring to an earlier point

I'd like to come back to a point you made earlier, namely ...

I'd like to pick up on what you said earlier about ...

If I may remind you of what you said earlier about ...

I'd like to comment on what you mentioned earlier

Finding a compromise

Let's try to find some common ground.

Can we find a compromise? / Let's find a compromise.

Let's combine the best of both worlds.

Let's meet halfway.

Our views aren't so far apart after all.

Let's agree on the most important aspects.

Agreeing

Now let's see where we agree and where we disagree.

So, to put it in a nutshell/to wrap things up ...

Now let's quickly go through the issues again that have been raised.

We are almost finished, and I would like to briefly sum up/conclude by saying ...

Time is almost up so we should reach a decision.

I guess we must agree to disagree and we will have to come up with a different solution.



Conversational strategies

Clarifying the task

Now, let's see what we have to do.

Let's look at the steps we have to take.

What would you suggest – how do we go about this?

Correcting misunderstandings

I'm afraid there has been some misunderstanding.

That's not quite what I meant by ...

You misunderstood. What I actually said/meant was that ...

Interrupting politely

I'm sorry to interrupt you but ...

Excuse me, can I just stop you there for a moment/a second?

I apologize for interrupting but I think you misunderstood me.

Sorry, can I just make a point?

Dealing with interruptions

I'm afraid haven't finished yet (with making my point).

If I might just finish ...

I'd appreciate it if you would hear me out first.

Keeping the talk focused

I think we're straying from the topic just now.

Is this really part of what we have to do?

I think we are digressing.

I'm sure this is an interesting topic, but in this context I feel it won't get us anywhere.

I think we're going round in circles. / This isn't getting us anywhere.

Playing for time / asking for clarification

Sorry, could you repeat what you just said?

Excuse me, I didn't quite catch that/what you just said.

Did I understand you correctly? Did you mean to say ...?

I'm afraid I did not quite get what you just said.

When you say: ..., what exactly do you mean by that?

Could you explain this to me once more please?

So, if I understand you correctly, you are saying that ...

Am I right in thinking that you mean ...?

I'm trying to figure out how what we just said relates to the task at hand.

Let me take a look at my notes for a second to make sure that I get this right.
