



Business Communication unit 6

Instruction: Abigail, John and Bettina are discussing a training programme. Complete the conversation using the phrases in the box.

Phrases

- as far as I'm concerned
- I'm not convinced
- what you're getting at
- in other words
- that's a good point
- the fact is
- today I'd like to
- what's your position

Discussion

A (Abigail): _____ discuss the three proposals for management training.

J (John): OK. _____, the first two options seem very similar.

B (Bettina): I agree, but _____ the third one offers better long-term value.

A: I see _____, but it's also the most expensive.

J: True, although _____ we won't need extra materials or external trainers.

B: _____. That could actually save money overall.

A: Still, _____ about the return on investment.

J: So, Bettina, _____ on this?

B: _____, I think we should go for the all-inclusive option.