Making suggestions and recommendations

What is a suggestion? How do you make suggestions?

Choose the correct words in *italics*.

1 Well, it might prove *difficult / difficulties* to have both.
2 I think we should consider *have / having* …
3 Besides, I have a few *reserves / reservations* about …
4 You might be *better / the best* off without it …
5 I'd rather not *have / having* it.
6 I'd recommend *to put / putting* it here.

Key expressions

Suggesting

What/How about (+ verb + *-ing*)?
Why don't we (+ verb)?
Maybe we should (+ verb)
Perhaps we could (+ verb)
Couldn't we (+ verb)?
Have you thought about (+ verb + *-ing*)?
We could always (+ verb)

Recommending / Expressing doubt

I think we should consider (+ noun / + verb + *-ing*)
We might be better off (+ verb + *-ing*)
It's probably worth (+ verb + *-ing*)
I'd recommend (+ that / + *-ing*)
It would be better to (+ verb)
It might prove (+ adjective)
I have a few reservations about (noun / + verb + *-ing*)
I'd rather not (+ verb)

Responding

I really like it.
It's/That's a good idea.
Sorry, but I don't think that would work.
I'm not sure.
Great.
Exactly.

I strongly suggest…

It might be worth considering…

One thing we could do is…

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1 Complete the second sentences so that they have the same meaning as the first sentences.

1 I'm not sure it's a good idea to do this.
I have a few reservations
_____*about doing this*_____.

2 How about changing the colour?
Why don't we _____?

3 Let's ask them to make a better offer.
I think we should consider
_____.

4 I don't think we'll be able to convince them of our proposals.
It might prove _____.

5 Perhaps we could provide some chairs.
Couldn't _____?

6 We could always have music in the factory.
Have you thought about
_____?

7 Do you mind if I don't come?
I'd rather _____.

8 I'd recommend looking at this again tomorrow morning.
I'd recommend that _____.

2 Complete the missing words in the conversations.

1 A What do you think of this idea?
B Great. I *really* *like* it.

2 A It seems like a bad plan to me.
B No! It's a g_____ i_____.

3 A Maybe we should change the office round so that everyone shares desks.
B Sorry, but I don't think that w_____ w_____.

4 A This new system seems slower than the old one.
B I agree. Replacing the old one m_____ p_____ to be a bad idea!

5 A These new meeting rooms are very large but I don't like the colour.
B We c_____ a_____ repaint them.

6 A Let's cancel the order for new desks.
B Yes, I like the old ones. B_____, we can't really afford them.

3. Match the beginnings with the correct endings.

1. How about we start the conference...
2. I'd recommend that we invite...
3. Perhaps we could include a session...
4. I'm not sure that's a good idea...
5. It might be worth considering...

a. ...a local keynote speaker to attract more attendees.
b. ...with a networking breakfast.
c. ...because it's too expensive.
d. ...on intercultural communication.
e. ...offering an online option.

Role-play 1: You are a small organizing team for a professional conference. Agree on 3 improvements for this year's event.

Student A – Focus on increasing audience engagement.
Student B – Focus on international attendance.
Student C – Focus on budgeting and time management.

Use at least **4 suggestion phrases** and **2 agreement/disagreement responses**.

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Role-play 2: You attended a local conference that had some issues (e.g. late start, technical problems, boring speakers, poor timekeeping). Discuss what could have been improved. Make at least **5 recommendations** for next year's event.

Example: "Maybe they could test the equipment in advance to avoid technical problems."

Role-play 3: Speed rounds: take turns being the **problem-presenter**, while others suggest solutions. After 3–5 minutes per scenario, rotate or swap cards.

Scenarios:

1. A keynote speaker cancels last minute.
2. There are too many people scheduled in one panel session.
3. There's a budget cut, and one evening event needs to be canceled.
4. Not enough participants have signed up.
5. The conference app isn't working for attendees.
6. A room change causes confusion among guests.

"I'd suggest we rearrange the schedule and move one speaker to another session."

Role-play 4: "Yes, but…": Your task is to **make suggestions** for improving the upcoming conference. One student makes a suggestion, the next **agrees/disagrees and adds a suggestion**, using phrases like:

- That's a good point, but maybe we could also...
- I see your idea, but have you thought about...?
- It might be better to...

Example:

A: I suggest we invite more guest speakers.
B: Yes, that's a good point, but maybe we could also include some interactive workshops to balance the schedule.

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Role-play 5: Pitch Your Idea – Mini Presentations

Prepare a **2–3 minute presentation** recommending **one innovation** for the next conference (e.g., a new format, activity, venue, app, or catering idea). After each presentation, the other students respond with:

- one question
- one agreement or disagreement
- one additional suggestion

Role-play 5: The current conference agenda is too full. You must cut 2 sessions and suggest how to improve the flow of the event. Discuss and **agree on which 2 sessions to cut or merge**. Use polite, strategic language.

Student A: Event Moderator – wants time for Q&A and networking
Student B: Guest Speaker – wants to keep all speaker sessions
Student C: Time Manager – needs to end the day by 5 PM

Target phrases:

- "Wouldn't it be better if we…?"
- "What if we moved Session 3 to the afternoon?"
- "Let's consider shortening the keynote to 30 minutes."

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