

## 49. Ways of SPEAKING

### 1. Care to explain these phrases?

have a brief chat delicate subject go into lengthy discussion to speak off the record to plead ignorance job description	to complain bitterly to overthink smth to strike up a conversation to crack jokes to apologize profusely get to the point	I say to stay on friendly terms heated argument four-letter word easier said than done it's not rocket science
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### 2. Read the dialogues and see if understand the phrases.

Olivia: I wonder if I could **have a brief chat** with you about our new office assistant.

David: Mm. Yes. I had a **quick word** with Mel yesterday; she mentioned there have been problems.

Olivia: Could we talk now? I know it's a **delicate subject** but I don't think we need to **go into a lengthy discussion** with everyone involved.

David: Well, actually, I'm rather glad you **raised the subject**. Yes, let's talk.

Olivia: Well, **speaking off the record**, every time you give her instructions, she never seems to understand, and if you **challenge her directly** she just **pleads ignorance**. Are we sure she **fits the job description**? The other assistants are **complaining bitterly** that they end up doing her work. One of them **dropped a hint** that she might resign **if nothing is done about it**. I could tell by the tone of her voice that she was serious.

David: Oh dear. I'll **have a word** with her and **make it clear** that she has to improve.

Olivia: Thanks, David. Anyway, let's **change the subject**.



Julia: So I started working in this new office and I feel so awkward. I don't really know how **to get to know people better**. It's really difficult for me **to get into conversation** since I'm the new one there. Even when I **join the conversation** I feel like I'm boring them.

Mark: I think you **overthinking** it. In order **to strike up a conversation** just **address people politely**, **crack a few jokes** and avoid dirty ones. But If you do make one, **apologize profusely**. Then **get to the point** and the job is done.

Julia: Jokes? You've gotta be kidding me.

Mark: Well, yes, you **are not that good at them** but at least you could try laughing at someone else's jokes. I **say, stay on friendly terms** with everybody. You know, steer clear of gossiping, **getting into heated arguments**, **using four-letter words** and **compromise** when necessary.

Julia: **Easier said than done.**

Mark: Come on, **Don't take it too seriously. It's not rocket science.**

### 3 . Correct the collocation errors in these sentences.

- 1 You can borrow my camera – I'll make you instructions about how to use it.
- 2 I could say you a lot of stories about what we used to do when we were kids.
- 3 That's enough about computers. I think it's time we moved the subject, don't you?
- 4 On the train I hit up a conversation with an interesting man from Japan.
- 5 I can't talk Japanese.
- 6 I'm afraid I really don't have time for a large discussion on the matter.
- 7 A simple question turned into a hot argument.
- 8 I don't like your note of voice – there's no need to be so aggressive.

4. Complete each sentence with a word or phrase from the box.

bitterly	cracks	enough hints	ignorance
politely	profusely	lengthy	
the truth	raised	point	delicate

- 1 I hope you will always tell me .....
- 2 I wish you had never ..... the subject.
- 3 I hope she'll get the point if I drop .....
- 4 It's always fun to be around Nick because he always ..... some nice jokes
- 5 I don't believe George when he pleads .....
- 6 She is a very religious person. Don't make jokes about it, it's a ..... subject.
- 7 When he arrived late he apologized .....
- 8 When I give my students a lot of homework, they always complain .....
- 9 It doesn't sound quite natural to address your fellow students so .....
- 10 I'd like to avoid ..... discussion and get to .....

Complete this email.



Hi, Oscar,

Any chance we could have a brief (1) ..... before the meeting this afternoon? I'd like to have a (2) ..... word with you about the third item on the agenda. I want to (3) ..... you a favour. It's rather a (4) ..... subject, so I won't put anything in writing just now. And when we do get together, I'll be speaking strictly off the (5) ....., of course. I'll (6) ..... everything clear when we meet – so look forward to (7) ..... a word with you soon.

See you soon,

Ryan

6. Learn to explain the phrases and give their definitions. [https://quizlet.com/\\_8af0tq?x=1jqt&i=d0t22](https://quizlet.com/_8af0tq?x=1jqt&i=d0t22)

7. Have a little fun with here <https://wordwall.net/play/1353/610/110>

8. Translate the dialogues

Оливия: Мне интересно, можно ли **быстро** поговорить с тобой о нашем новом офис-менеджере?

Девид: Да, мы вчера **переговорили** с Мел, она упоминала, что есть проблемы.

Оливия: Мы могли бы поговорить сейчас? Это **сложный вопрос**, но я не думаю, что нам нужно **вдаваться** в **длительные обсуждения** со всеми кто имеет к этому отношение.

Девид: На самом деле я рад, что ты **подняла этот вопрос**. Да, давай поговорим.

Оливия: **Говоря чисто между нами**, каждый раз как ты даешь ей задание, кажется, она не совсем понимает, и если ты **говоришь с ней напрямую**, она ссылается на то, что ничего не знает. Мы уверены, что она подходит для этой работы? Другие менеджеры очень **жалуются**, что в итоге делают всю за нее. Одна из них **намекнула**, что уволится, если ничего не поменяется. **Судя по интонации**, она говорила серьезно.

Девид: Ох. Хорошо, я **поговорю с ней и объясню**, что ей нужно лучше работать.

Оливия: Спасибо Девид. В любом случае, давай **поменяем тему**.



Джулия: Я же начала работать в этом новом офисе и мне так неловко. Я правда не знаю, как мне лучше **узнать людей**.

Мне сложно **втянуться в разговор**, поскольку я новенькая. Даже когда я **присоединяюсь к разговору**, мне кажется, что я всех утомляю.

Марк: Мне кажется, ты слишком много думаешь. Чтобы **начать разговор**, просто **обращайся к людям вежливо**, **пошути** пару раз, но избегай **пошлых шуточек**. А если все-таки пошутишь, **извинись**. Потом **переходи к теме** и все, дело в шляпе.

Джулия: Шуточки? Ты серьезно?

Марк: А, да, **ты же не очень в этом деле**, хотя бы попробуй смеяться над чужими. **Как по мне, поддерживай дружественные отношения** со всеми. (Держись подальше от) **не сплетничай**, **не ввязывайся в споры**, не **ругайся** иди на **компромиссы** когда нужно.

Джулия: **Легче сказать, чем сделать.**

Марк: Да ладно тебе. **Не относись к этому слишком серьезно. Это же легко.**

## 9. Please, recite the dialogues using the key-words

Olivia: wonder / have manager

David: word / there have

Olivia: now? / subject / don't think / go into / with everyone

David: glad / subject / let's

Olivia: off / instructions / never seems / challenge / pleads.  
fit. / complaining / end up.

hint/ if nothing / tell by the tone

David: a word / clear

Olivia: thanks / let's

Julia: new office / how to get to/ get into / join / boring

Mark: I think / strike / politely / jokes / avoid / make/  
apologize / then get / done

Julia: gotta be

Mark: not that / at least / stay on / steer/ into / four / when

Julia: easier

Mark: take/ science