

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...

- 1** Complete the second sentences so that they have the same meaning as the first sentences.
- I'm not sure it's a good idea to do this.
I have a few reservations about doing this.
 - How about changing the colour?
Why don't we _____?
 - Let's ask them to make a better offer.
I think we should consider _____.
 - I don't think we'll be able to convince them of our proposals.
It might prove _____.
 - Perhaps we could provide some chairs.
Couldn't _____?
 - We could always have music in the factory.
Have you thought about _____?
 - Do you mind if I don't come?
I'd rather _____.
 - I'd recommend looking at this again tomorrow morning.
I'd recommend that _____.
- 2** Complete the missing words in the conversations.
- A What do you think of this idea?
B Great. I really like it.
 - A It seems like a bad plan to me.
B No! It's a g_____ i_____.
 - A Maybe we should change the office round so that everyone shares desks.
B Sorry, but I don't think that w_____ w_____.
 - A This new system seems slower than the old one.
B I agree. Replacing the old one m_____ p_____ to be a bad idea!
 - A These new meeting rooms are very large but I don't like the colour.
B We c_____ a_____ repaint them.
 - 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.

- How about we start the conference...
- I'd recommend that we invite...
- Perhaps we could include a session...
- I'm not sure that's a good idea...
- It might be worth considering...
 - ...a local keynote speaker to attract more attendees.
 - ...with a networking breakfast.
 - ...because it's too expensive.
 - ...on intercultural communication.
 - ...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**.

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.

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."