



## 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.