

Access English Centre
Immigrant Centre Manitoba
Conversation Skills #2 - How to ask / make / refuse suggestions in
Conversations
Work-out Activity - Intermediate Level
60 - 70 minutes

Facilitator Note: This activity requires the participants to work together to learn some communication skills such as how to ask for suggestions, make suggestions, and how to refuse suggestions.

Work-Out:

Materials: Participants need enough cut-up sets of *Question cards, and gambit cards for each group to have their own set.*

Facilitator needs: Whiteboard and whiteboard markers

10 min.

Procedure: Introduction

Before you begin:

On the whiteboard write: "Communication Skills – how to ask for suggestions and advice; how to make suggestions/give advice; and how to reject suggestions and advice.

For examples: (for asking, offering suggestions, and rejecting advice)

- *Ask for suggestions and advice*

Ask: I am going to have a job interview tomorrow morning. Do you have any advice or suggestions on what I should be careful about?

Answer: A job interview? Well, I would suggest that make sure you arrive there 15 minutes before the interview.

- *Offer suggestions and advice*

Anne: Can you teach me how to cook Canadian food?

Betty: You might want to consider attending a cooking class if you don't know how to Canadian food for your family.

Anne: Yes, that's a great idea. I will register one course this summer.

20 min.

- *Reject suggestions and advice*

Tom: If you want to stay healthy, I would suggest you quit smoking.

George: Well, I haven't thought about it.

1. Explain and model the activity with a couple of volunteers on "how to ask for, make suggestions and advice, and how to reject advice." (Look at gambits for asking,

20 min	<p><i>offering advice, and rejecting suggestions and advice.)</i></p> <p>2. Divide the whole group into smaller groups with 3 members each.</p> <p>3. Model the activity. Give each group of participants a pile of the cut-up question cards, a pile of gambits to use after asking for suggestions or advice, and a pile of gambits to use when offering suggestions or advice. Demonstrate the speaking activity by taking a question card to read out to a participant. When they answer, model how to ask for suggestions and how to offer suggestions.</p> <p>For example:</p> <p>Tom: I am thinking of buying a house in Winnipeg this summer. What should I do first?</p> <p>Peter: Wouldn't it be better if you contact your bank first?</p> <p>Tom: Oh, yes? Do you mean I should talk to my bank first? Why?</p> <p>Peter: Well, if you don't have enough money to pay for the house, you need to borrow money from the bank.</p> <p>Tom: How about I borrow money from you?</p> <p>Peter: Well, the problem is I don't have enough money for you.</p>
20 min	<p>4. Hand-out the question cards and gambit cards. Participants do the activity as demonstrated.</p> <p>5. After the group exercises, ask some participants to share their answers to the whole group and ask participants from other groups to ask for suggestions such as, the first group asks for a piece of advice or suggestions on a question card; the second group offers one advice or suggestion; the third group asks for clarification; go back to the first group who is going to reject the suggestion. The group members will take turns to ask for suggestions, request for clarifications, and reject advice.</p> <p>Additional exercises: Ask for suggestions, offer suggestions, ask for clarifications, and reject suggestions and advice. Work in small group first, and then share the answers with the whole class.</p> <p>a. You are planning to have a trip to the Philippines. Ask for advice, and offer advice.</p> <p>b. Your family doctor asks you to lose 20 lb. Ask for advice, and reject the advice.</p> <p>c. You are thinking moving to Toronto. Ask for suggestions.</p> <p>Gambits: "May I make a suggestion?" Or "Why don't you try to...?" Or "You might want to consider ..." Or "I hadn't thought about that." Or "That's a good idea, but . . ." Or "That would be great, except. . . ."</p>

Question Cards: Asking for suggestions and advice:

Learning how to ask for suggestions and advice. Cut up and place the question cards in piles. Participants take one question card, and then pick up a gambit card to use in their conversation.

<p>I am terrible at public speaking. <i>What should I do to improve my public speaking skills?</i></p>	<p>I have got a bad cough. <i>Do you have any ideas on how to stop it?</i></p>	<p>I want to buy a car for this winter. What kind of car should I buy for the winter here?</p>
<p>I saw some homeless people on the street yesterday. <i>What should we do to help them?</i></p>	<p>The sales during this week is really low. <i>What do you think we should do?</i></p>	<p>My neighbor plays his music very loud every night. <i>Do you have any suggestions?</i></p>
<p>My co-worker has been late for work a lot recently. <i>What would you do if you were me?</i></p>	<p>My doctor told me to lose weight and cut off dessert after each meal. <i>Any good suggestions?</i></p>	<p>I would like to paint my house this summer. <i>What should I do first?</i></p>

Gambits Cards: Cut up the cards and place them in two piles; one for the person who is asking for suggestion to use, and the other for the person who is offering suggestions to use.

<i>If I were you I would...</i>	<i>Have you thought about</i>	<i>Why don't you try to ask ...?</i>
<i>I strongly suggest that ...</i>	<i>We probably should ...</i>	<i>You have no choice but to</i>
<i>It is usually a good idea to ...</i>	<i>One thing you should do is to...</i>	<i>In this situation, I always advise that</i>
<i>Would you consider (doing)....?</i>	<i>I suggest you (do)</i>	<i>Would you like to ...?</i>
<i>Why not try to be ...</i>	<i>.... you might consider (seeing a professional dietitian.)</i>	<i>But don't you think you should ...?</i>
<i>May I make a suggestion?</i>	<i>Don't you think ...?</i>	<i>Wouldn't it be better if ...?</i>

Gambit Cards: Cut up the cards and place them in two piles; one for the person who is asking for suggestion to use, and the other for the person who is offering suggestions to use.

<i>I want to think about it.</i>	I hadn't thought about that.	That's a good idea, but
That would be great, except. . . .	Yes, but don't forget	Well, the problem is
<i>A very good suggestion, but ...</i>	<i>Yes, but keep in mind ...</i>	<i>I see your point, but ...</i>
<i>Yes, but don't forget you</i>	<i>That's good point, but ...</i>	<i>It sounds great, but ...</i>
<i>A very good suggestion, but ...</i>	<i>Yes, but keep in mind ...</i>	<i>I see your point, but ...</i>