**Unit 15**

**How to Express an Opinion**

 I’m speaking from experience when I say…

 I can say without equivocation that…

 From my perspective…

**How to Reconnect With Someone**

 I’ve missed our relationship; let’s get back in touch again.

 I know you’re busy so I understand if you missed my last email/call.

 I feel that you and I somehow got lost in translation.

**How to Confide in Someone**

 I feel like I could tell you anything.

 I have to be honest; you’re the only one I can trust.

 I know that, with you, I don’t have to hold back when I speak.

**How to Close a Conversation**

 The dialogue was very helpful, thank you.

 I enjoyed our talk immensely.

 I apologize but I must leave.

# How to express your opinion politely

http://www.englishpractice.com/improve/express-opinion-politely/

**Key phases**

I think / I feel / I reckon / I guess (informal)
In my opinion / in my view (formal)

Apparently / so to speak / more or less / sort of / kind of (informal)
Well / really / that is to say / at least / I’m afraid / I suppose /  rather / actually / I mean

The expressions **I think / I feel / I reckon / I guess / in my opinion / in my view** etc are used to make opinions or suggestions sound more polite. They suggest that the speaker is just giving his / her opinion with which the hearer may or may not agree.

**I think** we should try again.
**I feel** she is making a mistake.
**In my opinion / view** it would be better to try again.

**Apparently** can be used to introduce a piece of information the speaker got from somebody else. It also suggests that the speaker cannot guarantee the authenticity of the information.

‘Have you heard?’ ‘**Apparently** Joe is going abroad.’

The expressions ‘so to speak’, ‘kind of / sort of’ and ‘more or less’ can be used to give the impression that you are not speaking exactly.

I **kind of** think that he is a fool.

The expressions ‘that is to say’ and ‘at least’ can be used to say something less definite after you have made a strong or definite statement.

Ghosts don’t exist. **At least,** I have never seen one.

**I’m afraid** can be used to introduce a polite request or bad news.

**I’m afraid** there has been an accident. (= I am sorry to tell you that there has been an accident.)
**I’m afraid** I can’t help you.

**How to End a Conversation Without Being Rude**

<http://www.wikihow.com/End-a-Conversation-Without-Being-Rude>

No matter how interesting a conversation is, sometimes you just have to go. Here are a few tips to do it just right.

**Watch for signals the conversation is winding down**. Person gaze starts to wander, they may move away from you, or notice they are not talking as much, watch for signs that they are getting ready to leave, i.e, putting things in their bag or putting their jacket on.

**Use body language**. Begin to take a few steps away from the person who is still talking to you. Some people will pick up on this hint.

**Hold out your hand to get ready for a handshake and say "It has been nice speaking with you**. Have a good day."or "I have some things I need to get to but I enjoyed this conversation, take care, or see you later"

**Apologize to the speaker for keeping the speaker away from something**. "I won't take up any more of your time but its been nice talking with you"

**Say you must leave**. If you see it's time to go, politely say sorry and that you have to go. Explain that you have an important thing to do. Be polite and nice.

**Smile, then say bye**. It will make you seem friendly and the other person won't think you are rude. You might add that it was nice to talk to him or her.

**Set a next meeting, only if you want to meet the person again**. "maybe we can get in touch next week" "hope to see you again soon"+

**Phrases to keep at hand:**

* + My, is *that* the time?
	+ I did not realize it was getting so late.
	+ Well, I know you're busy.
	+ I don't want to keep you.
	+ Well I have some things to do, so I must be off, see you later.

# Goodbye Quotes and Sayings

http://www.coolnsmart.com/goodbye\_quotes/

Sometimes you have to let go of the one you [love](http://www.coolnsmart.com/love_quotes/) to find out if there is really something there.

Every goodbye makes the next hello closer.

How lucky I am to have known someone who was so hard to say goodbye to.

Why does it take a minute to say hello and forever to say goodbye?

You know that you are in love when the hardest thing to do is say good-bye!!

Where is the “good” in goodbye?

There are no good-byes, where ever we are, you’ll always be in my heart.

Being strong sometimes means being able to let go.

A good-bye is never painful unless you’re never going to say hello again.

[Life](http://www.coolnsmart.com/life_quotes/) wouldn’t be the same without you and all the [memories](http://www.coolnsmart.com/memory_quotes/) you have given me.

Sometimes you have to let go of the one you love to find out if there is really something there.

It’s all said and done, it’s real, and it’s been fun.

I can tell by your tears that you will remember it all.

Don’t be dismayed at good-byes. A farewell is necessary before we can meet again and meeting again, after moments or a lifetime, is certain for those who are [friends](http://www.coolnsmart.com/friendship_quotes/).

It’s something unpredictable, but in the end is right, I hope you had the time of your life.

The loss of a friend is like that of a limb. Time may heal the anguish of the wound, but the loss cannot be repaired.

It is the end of something simple and the beginning of everything else.

Don’t cry because it’s over. [Smile](http://www.coolnsmart.com/smile_quotes/) because it happened.

I’m torn between what was and what could be.

Saying goodbye isn’t the hard part, it’s what we leave behind that’s tough.

We only part to meet again.

Until this moment, I never understood how hard it was to lose something you never had.

You never leave someone behind, you take a part of them with you and leave a part of yourself behind.

True goodbyes are the ones never said or explained.

Be well, do good work, and keep in touch.

Why are the words goodbye, I’m [sorry](http://www.coolnsmart.com/sorry_quotes/) and I love you, so easily pronounced, but so hard to say?

A part of you has grown in me, together forever we shall be, never apart, maybe in distance, but not in the heart.

The world is round and the place which may seem like the end may also be the beginning.

The real genius for love lies not in getting into, but getting out of love.

The song is ended, but the melody lingers on.

Ever has it been that love knows not its own depth until the hour of separation.

There is a time for departure even when there is no certain place to go.

You are the weakest link – goodbye!

If I had a single flower for every time I think about you, I could walk forever in my garden.

I don’t want to wake up and realize what I was [dreaming](http://www.coolnsmart.com/dream_quotes/) was right in front of my shut eyes. I don’t want to stop saying hellos for [fear](http://www.coolnsmart.com/fear_quotes/) of saying goodbyes.

When I see your smile, and I know it’s not for me, that’s when I’ll [miss you](http://www.coolnsmart.com/missing_you_quotes/).

**How to Improve Oral Presentation Skills**

By Wayne Howard, eHow Contributor

 You don't have to be afraid of the mic with proper preparation. You may avoid public speaking because you have stage fright or you don't think you are a great speaker. If you are required to speak publicly, take the proper precautions to improve your oral presentation skills.

1 Find out who your audience will be. This will help you choose a style and speech that is appropriate. You want your audience to relate to what you are saying.

2 Pick a logical structure for your speech: opening, body and a closing. This will help you pace yourself and keep the attention of your audience. According to Inc., you want to tell them what you are going to tell them, present it, and then tell them what you told them.

3 Practice. You should practice your speech numerous times before you actually present it so you sound natural. Practicing will help calm your nerves. While you practice, record yourself and review the recording, making note of where you need improvement.

4 Take a training class at your local college that aims to help individuals with their public speaking.

Read more: How to Improve Oral Presentation Skills | eHow.com <http://www.ehow.com/how_7555574_improve-oral-presentation-skills.html#ixzz1ws1DVxAv>

How to Be a Better Communicator

http://www.ehow.com/how\_5836691\_better-communicator.html#ixzz1wsK5da4L

Communication can be a real skill if you know just a little bit about the people with whom you're communicating. Being a better communicator is not difficult, but it does take work. Here are some effective ways to be a better communicator.

1 Understand your communication style. There are 3 basic communication styles- Aggressive, Passive, and Passive Aggressive. If you don't already know which you identify with, read a book or take an online test to learn which is your communication style. Then find ways to use that to your advantage when dealing with other styles that are unlike your own.

2 Listen. You can not communicate well if you do not listen. Note: listening is very different from hearing. Hearing goes in one ear and out the other. Listening involves processing, and absorbing. If you listen well, you can ask clarifying questions to help you understand the other person better and effectually become a better communicator.

3 Ask clarifying questions. This means that you confirm that you actually do understand what the other person has said to you. This will sound something like, "So, what I hear you saying is..." or "Just to confirm, it sounds like you mean..." By doing this, you will make sure that you and the other person are on the same page of an issue, and will eliminate miscommunication.

4 Mirror the other person's behavior. This does not refer to the children's copy cat game. Mirroring is an effective behavioral communication tool that allows the other person to feel comfortable. If you are at dinner with a friend and they are leaning forward in an attentive way trying to talk to you, but you are slouched down on the chair with your arms folded, they will think you are not interested in what they have to say. If you reflect their behavior, you'll come across as attentive and alert.

5 Make attentive gestures. Nod your head, or say "I see" as they talk so that they know you're paying attention. People want to know that you are listening and attentive as they speak.

**Ways to Improve Oral Communication**

By Stacy Mosel

According to Theresa Flormata-Ballesteros in her book "Speech and Oral Communication," communication is the transmission of information, ideas and attitudes from one person to another. For oral communication to be effective, you need to have a clear speaking voice, good pronunciation and have the ability to adequately convey your meaning. Nonverbal communication skills, such as posture and body language, also play an important role in effective oral communication.

Voice

Using an appropriate volume level when speaking is required for effective communication. According to Flormata-Ballesteros, you should use a volume and loudness level that is appropriate to the situation. If you are standing next to someone you are speaking with, it is obviously inappropriate to shout in order to be heard. Likewise, if you are speaking to a large group of people, it is important that everyone is able to hear you. Everyone should be able to understand what you are saying without straining their ears or similarly, without getting irritated because you are speaking too loudly. Using the appropriate intonation and tempo also helps to convey your message. For example, if you want to convey extra emphasis to an important word, you might speak more slowly and emphatically.

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Sponsored Links Be Assertive

Good oral communication requires the ability to be assertive. According to the Mayo Clinic, you can learn to be more assertive by incorporating a few simple rules into your communications. Try to use "I" statements when conveying your feelings or opinions to others. This helps you to sound less accusatory and others will be less likely to take offense, particularly if you are broaching sensitive topics. Learn to say no to other people in an effective manner--you don't have to beat around the bush if you have to turn someone down. Short and concise methods generally work the best and you won't come across as a pushover. Try to keep your emotions in check--getting too angry or frustrated will generally make your message ineffective.

Body Language

Being aware of your body language can help your oral communications to be more effective. When you are speaking, notice your posture. If you stand with your arms crossed or lean away from the other person you may be perceived as detached or defensive. Be sure you are making appropriate eye contact. If you look away from another person frequently, you may seem distracted or uninvolved in the conversation. According to the Mayo Clinic, you should also avoid wringing your hands or making dramatic gestures. Regardless of what you are actually saying, you run the risk of coming across as nervous, dramatic or unsure if you use inappropriate body language.

Read more: http://www.livestrong.com/article/152756-ways-to-improve-oral-communication/#ixzz25wuGKuYB