

Giving Opinions in English Meetings

Share your view — without making enemies

EPISODE 13 • LEVEL B1-B2

Episode summary

- Silence is the most expensive habit in meetings. Your perspective cannot be wrong — it is yours alone.
- Build opinions with prep: point, reason, example, point. One prep before every important meeting means you are never caught without words.
- Soften strong views: “I might be wrong, but...” “It seems to me that...” The opinion sandwich makes any view safe to share.
- Disagree with the idea, never the person: “I see your point, but have we considered the cost?”
- Build on others: “I agree with Priya, and I would add...” Agreement plus addition moves the meeting forward.
- Protect your thought from interruptions — “Sorry, let me just finish this thought” — and write the follow up after the meeting: spoken words fade, written words act.

What's inside this PDF

20 key words • the prep framework • Say It Better upgrades • 3 practice exercises

Key Vocabulary

20 words from this episode — learn them, then use them this week

1. perspective

a way of seeing things.

> From my perspective, the deadline is too tight.

2. consensus

agreement by the whole group.

> We reached a consensus after an hour.

3. propose

to suggest a plan formally.

> I propose we extend the deadline by two weeks.

4. concern

a worry about something.

> My concern is the cost.

5. prioritize

to decide what matters most.

> Let us prioritize quality over speed.

6. trade-off

giving up one thing to get another.

> The trade-off is speed versus quality.

7. opinion

what you think or believe about something.

> Share your opinion — it cannot be wrong.

8. hedge

a softening phrase around a strong view.

> "I might be wrong, but..." is a useful hedge.

9. point of view

the way you see a situation.

> From her point of view, the risk was worth it.

10. suggest

to offer an idea gently.

> Could we also consider a smaller cut?

11. consider

to think about something carefully.

> Have we considered the cost?

12. interrupt

to stop someone while they are speaking.

> Most interrupters do not realize they did it.

13. senior

higher in rank or experience.

> Adapt your delivery with senior colleagues.

14. culture

the shared habits of a group or country.

> In some cultures, direct disagreement is rude.

15. follow up

to write after the meeting with a summary.

> Send the follow up — spoken words fade, written words act.

16. add

to put your idea on top of someone else's.

> "I would add that we should test it first."

17. build on

to grow an idea from another idea.

> Build on ideas instead of just clapping for them.

18. firm

calm and strong, not aggressive.

> Be firm and polite: "Let me just finish this thought."

19. adapt

to change your style for the situation.

> Adapt the delivery, never silence the idea.

20. voice

in this episode: your spoken opinion.

> Use your voice in the room, not only after.

The Opinion Toolkit

point, reason, example, point

prep: point, reason, example, point

“We should extend the deadline, because quality is suffering. Last month we rushed and the client complained. So let us take two more weeks.”

Softeners

“I might be wrong, but...” “It seems to me that...”

Disagree kindly

“I see your point, but have we considered the cost?”

Build on ideas

“I agree with Priya, and I would add that we should test it first.”

Hold your thought

“Sorry, let me just finish this thought.”

Say It Better — 10 upgrades

☐ Sitting silent with your idea.	☐ “I might be wrong, but I think we should delay the launch. The testing is not finished.”
☐ “You are wrong.”	☐ “I see your point, but have we considered the cost?”
☐ Just saying “I agree.”	☐ “I agree with Priya, and I would add that we should test it first.”
☐ Rambling your opinion.	☐ Use prep: “We should extend the deadline, because quality is suffering...”
☐ Letting interruptions bury your thought.	☐ “Sorry, let me just finish this thought.”
☐ Contradicting a senior bluntly.	☐ “Could we also consider a smaller cut?” — questions carry opinions safely upward.
☐ Letting your spoken opinion fade.	☐ After the meeting, write: “Following up on my point about the deadline — here is the summary.”
☐ “That is a bad idea.”	☐ “I have a concern about the cost. Could we look at the numbers?”
☐ Staying quiet, then complaining later.	☐ “From my perspective, the timeline is too tight.” — say it in the room.
☐ “Whatever you decide.”	☐ “I think option two is stronger, because it protects quality.”

Practice Time

3 exercises — do them today, not “someday”

Exercise 1 — Fill in the blank

Word bank: perspective • consensus • trade-off • propose • concern

1. “From my _____, the deadline is too tight” — it is the safest word in the bank.
2. We reached a _____ after an hour — opinions are the road, agreement is the destination.
3. Every decision has a _____ — say it out loud: speed versus quality.
4. “I _____ we extend the deadline by two weeks” — stronger than “suggest.”
5. “I have a _____” sounds professional — “I am worried” sounds personal.

Exercise 2 — Speak it

Turn each silent moment into an opinion (answers below):

1. You sit silent with your idea through the whole meeting. > Say it better:
2. You want to say “You are wrong.” > Say it better:
3. You only say “I agree” and add nothing. > Say it better:

Exercise 3 — One opinion this week

Share one real opinion this week using prep: point, reason, example, point. Prepare it before the meeting, say it calmly, and write the follow up after. “We should have shorter meetings. Because long meetings kill focus. Yesterday our two hour meeting produced one decision. So let us try thirty minutes.”

- A meeting at work or school.
- A family decision.
- A plan with friends.

Answer key

Ex 1: 1 perspective • 2 consensus • 3 trade-off • 4 propose • 5 concern

Ex 2: 1 “I might be wrong, but I think we should delay the launch. The testing is not finished.” 2 “I see your point, but have we considered the cost?” 3 “I agree with Priya, and I would add that we should test it first.”