

Become a global TM with Aspire's Micron Moments!

### SPEAK YOUR MIND!

#### Making Suggestions

In meetings, participants are often asked for their ideas for projects or for possible solutions to problems. If you have a good idea, you should make a suggestion.

Making suggestions in meetings will make you a more active meeting participant and your contribution will be noted. Here are some phrases you can use to make suggestions in meetings:

- Let's ...
- Maybe we should ...
- Perhaps we could ...
- I suggest we ...
- Why don't we ...?
- Couldn't we ...?
- How / What about (-ing) ...?
- Have you thought about (-ing) ...?

#### Responding to Suggestions

When discussing suggestions in meetings, you may have to evaluate these possible ideas. Here are some phrases you can use to accept or reject suggestions.

You can also adjust the level of your response from mild to strong.

(When rejecting a suggestion, it's better to use a mild expression to be polite).

#### Accepting suggestions

##### Mild

That's not a bad idea.

That might work.

This looks like it could work.

##### Strong

That's a good / great idea.

That sounds like a good/great idea.

Let's do that.

#### Rejecting suggestions

##### Mild

I'm not sure about that.

That's a good idea, but ...

Your suggestion sounds good, but...

##### Strong

I don't think that would work.

I'm not convinced.

## EXAMPLE DIALOGUES

### Why don't we ...?

**Etsuko:** Why don't we open a gym onsite for team members to exercise? This will improve the health of our team members making them more productive at work.

**Andrew:** Well, I'm not so sure about that. It will be expensive to install and maintain the equipment. In addition, it will be difficult for everyone to use it because we have so many team members.

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### How about ...?

**Takashi:** How about introducing a weekly meeting for this project? This will help us to share information, so all our team members will be aware of each other's progress on the project.

**Elaine:** That's a great idea. Let's do that. Everyone will be kept informed and it will help prevent any communication problems.

## YOUR TURN!

Hold small meetings and make suggestions about a topic. The other person should respond to the suggestion and add comments or reasons to explain their response.

### 1) A new service for your Micron site

Possible ideas: a gym, a café, a restaurant, a games room, a nursery, showers, a new Micron circle/club.

### 2) Ways to improve motivation at your site

Possible ideas: bonuses, merchandise, prizes for work achievements, more team building activities, opportunities to do volunteer work, rewards for completing training programs.

### 3) Ways to prevent infection from coronavirus

Possible ideas: working from home, segregating employees in teams, keeping a social distance, holding meetings on Zoom, wearing masks all the time.

### 4) Ways for Micron TMs to study English

Possible ideas: joining English training, using the English Helpdesk, having lunch with your global co-workers, using smartphone apps, taking English lessons outside of work, watching DVDs in English.



Click [here!](#) for more advice and techniques for social English!