

# Useful Phrases for Speaking And Writing

## 1) Introducing a point

First of all I'd like to point out ...  
The main problem is ...  
The question of ...  
Speaking of ...  
What we have to decide is ...

## 2) Expressing your opinion

I'm convinced ...  
I'm (absolutely) sure ...  
I have no doubt ...  
I think/don't think that ...  
In my opinion, ...  
From/In my point of view...  
As I see it ...  
Well, if you ask me ...  
It seems to me that ...  
I tend to think ...  
Personally, I believe/suppose/feel ...  
I have the feeling that ...  
The way I see it, ...  
Let me back up/support this idea  
with a few facts.  
I've reached this conclusion  
for a number of reasons: ...  
I'd like to point out ...  
The main problem is ...  
The question of ...  
Speaking of ...  
What we have to decide is ...  
As everyone knows ...  
It is generally accepted that ...  
There can be no doubt that ...  
It is a fact that ...  
Nobody will deny that ...  
Everyone knows that ...

## 3) Making a Suggestion

I suggest (that)  
I would suggest ...ing...  
My suggestion would be to ...  
We could ...  
Perhaps we/you should ...  
It might be worth ...ing...  
What about ...ing...  
Why don't we ... ?

## 4) Agreeing

Absolutely. Precisely.  
Right. Correct. Exactly.  
Yes, that's right. You're right.  
That's true.  
I agree with you on/about that.  
I totally/quite agree.  
I agree entirely.  
I couldn't agree more.  
I'm of the same opinion (as X).  
That's how I feel (about it), too.  
That's a good point.  
You've got a (good) point there.  
I agree to some extent.  
Maybe you're right/that's true  
Perhaps.  
I tend to agree.  
I suppose so.

## 5) Disagreeing

I don't agree with you (at all)  
I totally disagree.  
I'm afraid I have to disagree.  
I don't really think so.  
I don't think you can say that ...  
You're (quite) wrong about that.  
I can't agree. What about ... ?  
I'm of a different opinion.  
Yes, but on the other hand ...  
I see things a bit differently.  
I can't side with you there.  
It's out of the question.  
I think you are wrong there.  
I doubt whether ...  
I tend to disagree.  
I'm not sure if/whether that's true.  
That argument just doesn't hold.  
That may be (the case), but ...

## 6) Stating a fact

As everyone knows ...  
It is generally accepted that ...  
There can be no doubt that ...  
It is a fact that ...  
Nobody will deny that ...  
Everyone knows that ...



## 7) Keeping to the point

It would be more to the point if ...  
That's not the problem.  
What we are discussing is ...  
... has nothing to do with my argument.  
That's not relevant.

## 8) Hesitating

... well ...  
... actually ...  
... you know/you see ...  
... it's like this ...  
... it's sort of/kind of ...  
... the thing is ...  
... what I'm trying to say is ...  
... what I mean is ...  
... as a matter of fact ...  
... as I say ...  
... how shall I put it?

## 9) Expressing pros and cons

There are two sides to the question.  
On the one hand ..., on the other hand ...  
An argument for/in favour of/against is ...  
While admitting that ...  
    one should not forget that ...  
Some people think that ...,  
    others say that ...

## 10) Asking for somebody's opinion

What do you think about ... ?  
How do you feel about ... ?  
Do you think/believe that ... ?  
What do/would you say to ... ?  
What's your opinion on/about ... ?  
Would you like to comment on ... ?  
Would you like to express your ideas on ... ?  
Would you mind telling us your views on ... ?

## 11) Expressing doubt

I'm not sure if ...  
I'm not convinced that ...  
I wonder if you realize that ...  
I doubt that.

## 12) Enumeration of points

First of all, I'd like to say ...  
In addition to that ...  
Moreover, ...  
Furthermore, ...  
Another example of this is ...  
First, second, third ...  
Finally, ...

## 13) Giving reasons

The reason for this is (that) ...  
I base my argument on ...  
I tell you all this because ...

## 14) Interrupting and asking for clarification

May I interrupt you for a moment?  
Sorry? What was that?  
Did I understand you correctly?  
I don't/didn't get your point.  
Before you go any further, would you ... ?  
I'm sorry. I didn't catch (the gist of) that.  
I wonder if you could say a little more about ... ?  
Would you mind explaining ... ?  
I fail to see the point of what you've been saying.

## 15) Admitting you are wrong

I suppose/think/must admit you're right.  
I must have misunderstood you/that.  
I didn't realize that ...  
I hadn't considered that ...  
You've convinced me.

## 16) Summing up

The obvious conclusion is ...  
Last but not least ...  
The only alternative (left) is ...  
The only possible solution/conclusion is ...  
Summing up, I'd like to say that ...  
In conclusion we can say that ...  
To cut a long story short, ...  
Just to give you the main points again, ...