

## 1.5 How to boost your rhetorical skills by sugarcoating messages

### How to make suggestions

I propose that *we'll give it a try*.

I think we should *give it a second thought*.

What about *meeting up again fairly soon*.

Let's *meet at 10 then*.

Why don't we *call in another meeting*?

Perhaps / Maybe we could *talk to customer service about it*.

Couldn't we *postpone the meeting a bit*?

Have you thought about *giving Karin a call*?

How about *contacting our customers via direct mail*?

I suggest we *meet again next week*.

I recommend we *involve our subsidiaries*.

I would advise you to *take another look at it*.

If we do *this* we could/should *bring in an external consultant*, don't you think?

I guess one other way of doing this would be to *address the matter more directly*.

We may also have to reconsider *long delivery times*.

Wouldn't it also be a good idea if *we thought about alternatives*?

What about *meeting up to discuss the matter in further detail*?

What we should all probably be doing is *setting strict deadlines*.

I assume we should *get together again* as soon as possible.

I see. So this means *we've got to get more information then*, right?

I guess we *need some more information on where we're going wrong*, don't we?

**How to ask politely**

Could *I step in here*, please?

Could you *explain this in more detail*, please?

Would you *mind opening the window a bit*?

Do you think you could tell me *how this might be perceived by our clients*?

Do you mind if *I get back to you a little bit later*?

Would you mind if *I elaborated on this a bit more*?

Would you mind *speaking up a little, Martin*?

**How to request politely**

If you can, could you *pass this on to me, please*?

If you're not too busy—do you think you could *take a look at it by lunchtime*?

If you've got a minute could you *come and see me in my office, please*?

### How to offer assistance

OK, I'll see what I can do.

OK, leave it with me.

No problem. I'll get straight on it.

OK, no problem. I'll sort something out.

### How to reject proposals

Yes, I see your point and wondered if *we could meet somewhere in the middle*.

One of the consequences of that might be *overtrading*.

To be honest, I'm a bit worried about *doing business with them again*.

Yes, and ... (*then simply change the subject or put forward your own view as a non sequitur*).

Thank you for that (*then move on*).

That is a great idea but it requires *a lot of work and our time is fairly limited*.