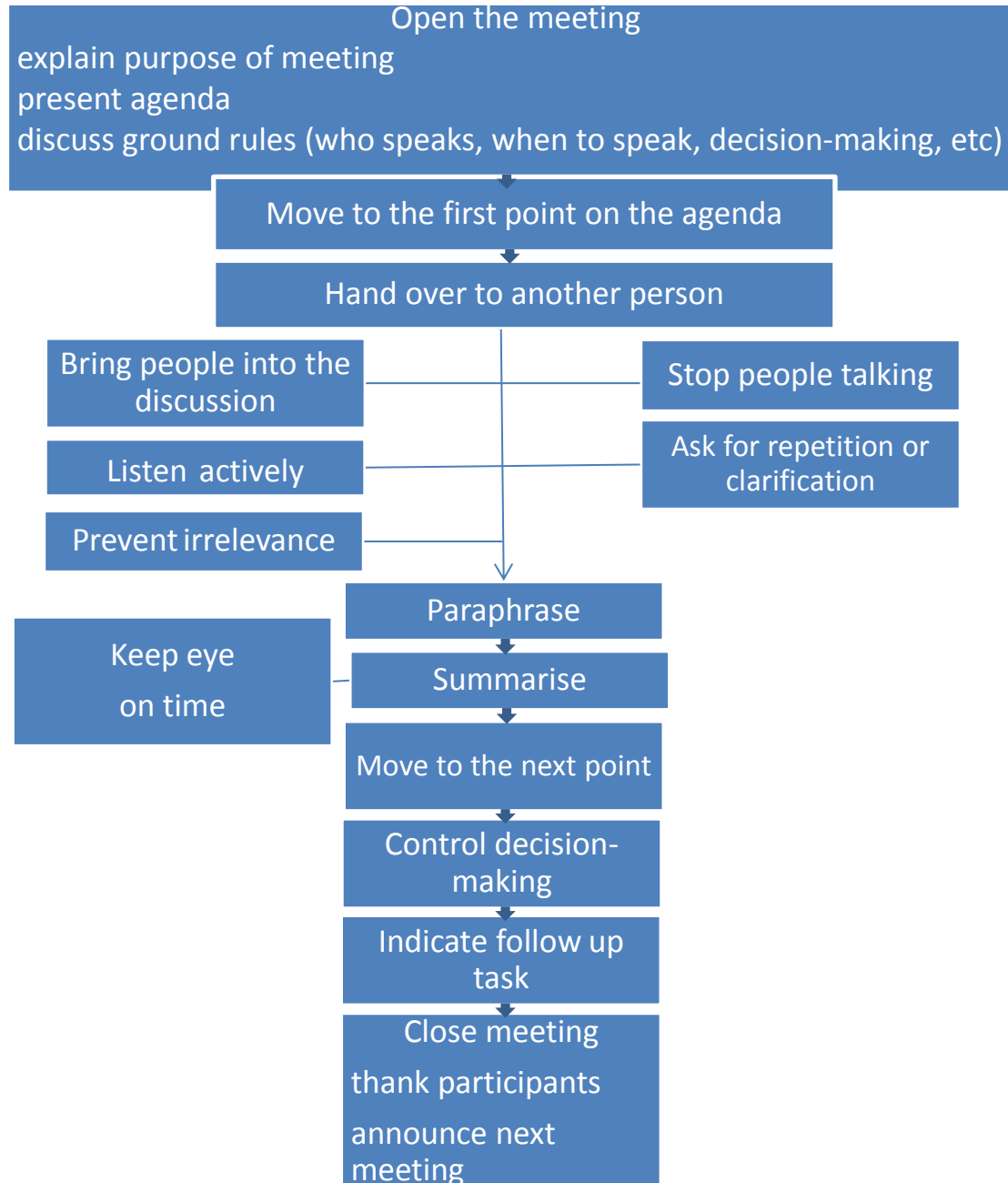


# Leading a correction

How is leading a correction similar to chairing a meeting?



Source: *Language Reference for Business English*

# Moving to the first point of the agenda

- Let's look at/move on to ...
- Let's start at ...
- We shall start with number ...

# Handing over to another person (Giving instructions)

- Anita, could you please give us the answers to number 1?
- João, please read the question and tell us what you put in the first gap.
- Continue please, Jorge.

## Bringing people in

- We haven't heard from you yet, Rui. Have you got the same answer?
- Would you like to add anything, Pedro?

# Stopping people talking

- One at a time please!
- We can't all speak at once. Maria first, then Francisco.
- Right, thank you, Mário. I think we've all got that clear. Shall we move on?

# Asking for repetition

- I'm sorry. I didn't hear what you said. Would you mind repeating it, please?

## or clarification

- I'm sorry. I don't quite follow you. Could you go over that again, please?
- What exactly do you mean by ...?

# Preventing irrelevance

- I'm afraid that's outside the scope of this class.
- We're beginning to lose sight of the main point.
- Keep to the point please.
- I think that we'd better leave that subject for another class.

# Paraphrasing

- So what you're saying is ...
- In other words ...
- So you mean ...
- So if I understand you correctly, ...

## Summarising (correct answers)

- To sum up then, ...
- So, to summarise what has been said so far, ...
- Just to recap the correct answers for number 3 ...



# Keeping an eye on the time

- We're running short of time. Could you please be brief?
- There's not much time left. Could you please be brief?

## Moving to the next point

- Right. Let's move on to the next point/exercise.
- Filipa, would you like to do the next one, please?
- Well, I think that covers everything on that point. Let's move on.

# Controlling decision-making

- Well, it seems that we are broadly in agreement that ...
- So, we all agree that ...
- So, we don't agree at all on the answers for number ...

## Indicating follow-up tasks

(for leader, i.e. keeping team informed)

- Since we don't agree on the answers for ..., we shall ask Ann about the correct answers at the end .


# Closing the correction task

- That just about covers everything.
- Thanks for your participation.

## Bringing in the consultant and summarising a problem

- When we were correcting exercise ..., we couldn't decide if ...
- We were unable to agree on the correct answers for number ...
- The problem was that ...

# Language for questions: direct questions

- What **did you put** for number 3?
  - **Does anyone have** a different answer?
  - **Does someone have** a different answer?
  - **Do you all agree?**
  - Who **has** a different answer?
  - Inês, **did you choose** the same?
  - **Does anyone agree?**
  - **Does anyone disagree?**
  - **Are there any questions?**
- 

# Language for questions: embedded questions

- Can you tell me **what you put** for number 1?  
vs What **did you put** for number 1?
- I want to know **who did** the homework.  
vs Who **did** the homework?
- Could you explain **why you chose** that answer?  
vs Why **did you choose** that answer?