



Lecture 10

Professional Communication Skills & Public Speaking and Debate

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Sub-Topics

1. Elements of persuasive speaking
2. Building professional tone in presentations
3. Agreeing and disagreeing politely
4. Handling feedback and questions gracefully
5. Cultural sensitivity and idiomatic language

Language Features


1. Sentence Structures for Persuasive Speaking
2. Complex Sentences for Clear Argumentation
3. Comparing and Contrasting Ideas
4. Passive Voice for Professionalism
5. Adverbs for Emphasis and Persuasion
6. Expressions for Handling Feedback and Questions
7. Phrasal Verbs
8. Idioms and Cultural Expressions

Learning Objectives

In the end, students are able to:

1. Identify and use sentence structures for persuasion.
2. Practice building complex sentences for argument clarity.
3. Compare and contrast ideas effectively.
4. Use passive voice to present professionally.
5. Practice responding to feedback and questions politely.
6. Identify and use phrasal verbs and idioms in context.

Quick Challenge



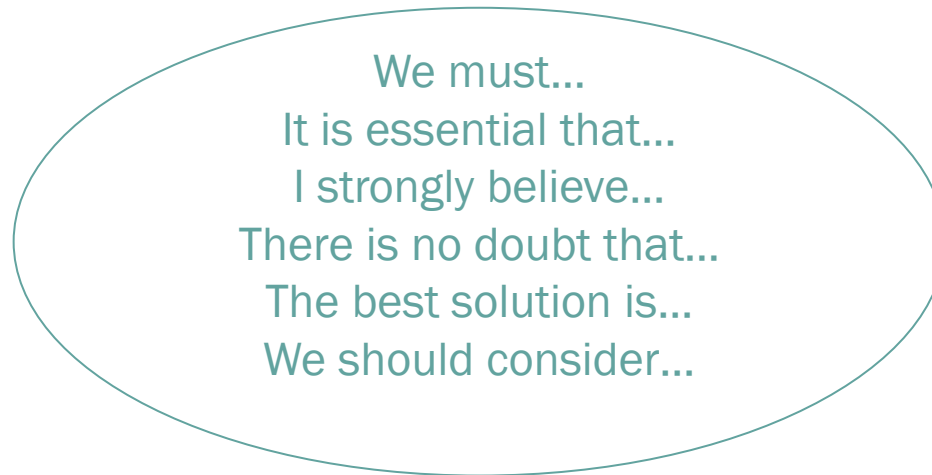
In 30 seconds, convince your partner why cats hate dogs?

What made this convincing?

https://www.youtube.com/watch?v=MS5UjNKw_1M

What made this convincing?

Why do you think communication skills are important in professional life?



Quick opinions

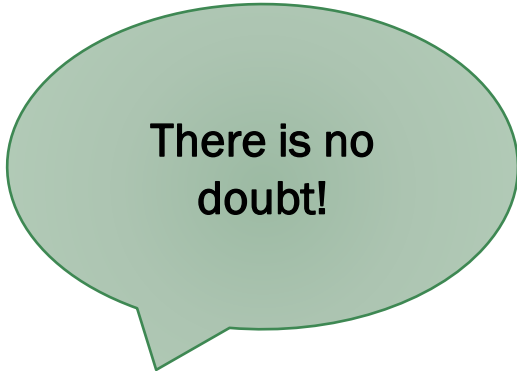
Students should not wear uniforms!



I agree because



I don't think...



There is no doubt!

Listening activity

1. Why do you think the speaker starts with “we must...”?
2. How does the phrase “we must reduce food waste” make you feel?
3. What does the sentence encourage the readers to do? Is there a clear action to take?
4. What does the phrase “Every day, a large amount of leftover food is thrown away” add to the argument? How does it support the main point of the sentence?
5. In the sentence “By reducing food waste, we can save money, protect the environment, and teach students to be more responsible,” what is the effect of listing multiple benefits?



Read this!

We must reduce food waste in our cafeteria.

It is **essential** that students actively participate in a group discussion.

I **strongly** believe AI should not be used in class.

There is no doubt that teaching method is important to the successfulness of the class.

Sentence completion

Work in pair and complete each with your own ideas!

Sentence Structure	Your idea
We must	
It is essential that	
The best solution is that	
I strongly believe...	
There is no doubt that	

One Word Reason

Why do we need to reduce food waste in our cafeteria?

- We must reduce food waste in our cafeteria **because** it harms the environment.
- **Although** the food is free, we ...

Complex Sentence Structure

Complex sentence		
I will submit my assignment	because	I have finished it
We are meeting a client	when	The meeting ends
Since	The weather was bad,	We cancelled the trip
Before	you submit the answer sheet,	You need to double check your answers

(Source: Hogue, A. (2014). *Longman academic writing series 2: Paragraphs*. Pearson. pp. 86-87)

Complex Connectors

Function	Connectors	Example
Cause & Reason	because, since, as	I did not have my breakfast because I was busy.
Contrast	although, even though, while, whereas	Although it rained, we needed to go.
Purpose	so that, in order to	He worked hard so that he could finish the project.

(Source: Hogue, A. (2014). *Longman academic writing series 2: Paragraphs*. Pearson. p. 151)

Match the clauses

Match each beginning to an appropriate ending using connectors.

Beginning	Ending
Although I was tired,	my sister prefers coffee.
He bought many items	because my parents were coming.
We study English	so that we can work abroad.
While I like tea,	I needed to join the meeting.

Sentence Completion

Complete the phrases using your own ideas:

1. I didn't go to campus because...
2. While I enjoy shopping...
3. In order to save money, I ...
4. Although we planned a picnic...

Wrap-up writing task

Managing your money as a college student.

I'm a college student, but I still want to manage my finances well. It's not easy. I try to save every month, even though I only make a little money from a part-time job. I try to save money, but I always have unexpected expenses. I choose to cook at home instead of eating out so that I can spend less money. My other expenses are for shopping. I like shopping, but I have to learn to prioritize what I need over what I want.

Quick Questions

Which is better: studying in the classroom or studying at home?

Is shopping online more convenient than shopping in stores.

“more ... “ for longer words (two syllables or more) & “more ...” for adverbs that end in -ly

Convenient

Convenient

Shopping online is more convenient than traditional one

Expensive

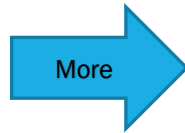
Expensive

This is the most expensive t-shirt I have

Comfortable

Comfortable

Efficient



Efficient

Flexible



Flexible

Affordable

Affordable

Helpful

Helpful

Effective

Effective

Contrasting Phrases

Phrase	Function	Example
On the other hand	Introduce a contrast	Learning from classroom is more productive. On the other hand, learning at home is more enjoyable.
While / Whereas	Compare two different ideas	While I prefer Hollywood, my friend watches Korean drama.
However	Show a difference/opposite idea	Saving is good. However, spending is sometimes necessary.

(Source: Oshima, A., & Hogue, A. (2007). *Introduction to academic writing* (p. 3). London: Pearson. p.118)

Practice

Create a comparative sentence:

1. Online shopping vs. in-store shopping → online shopping is more convenient than in-store shopping
2. Public transportation vs. Drive yourself →
3. Fast food vs. home cooked meals →
4. Eating out vs. cooking at home →
5. Investing vs. spending →

Practice

Fill-in-the-blank (contrast Phrases)

(However, on the other hand, while)

1. Fast food is delicious. **However**, it is not budget-friendly.
2. _____ I prefer walking, my sister likes to drive.
3. Studying in group is more productive.. _____, it can be so tiring.

Chain Story: Our Budget Adventure

- Work in small groups (3-5 students)
- Start with a simple sentence (*Buying a new viral laptop*)
- Each student adds 1-2 sentences to the story, using at least one comparative or contrasting phrase.

Example:

A: Cooking at home was cheaper than eating out.

B: However, we ate out because it was easier and faster.

C. While I love home cooked meals, my friend prefers fast-food.

D: Eating at home is definitely healthier, but takes more time.

Quick summary

Read the paragraph below and underline:

- ✓ 1 Persuasive Sentence Structure
- ✓ 2 Complex Sentence Connectors
- ✓ 1 Comparing or Contrasting Phrase

“Our environment is in bad shape. Plastic waste is a major cause of environmental degradation. There is no other choice. We must reduce or even stop using plastic because it harms the environment and wildlife. Plastic bags are practically useful, but they produce long-lasting waste. Plastic takes a very long time to decompose or destroy. We need to find other alternatives with the same function. We must use reusable bags. Reusable bags are the clear choice for a cleaner and more sustainable option when compared to single-use plastic. We all share this planet, so we must make better choices.”

Who did it? – Mystery & Clarity Game

Yesterday morning in my classroom . . .

- The room and whiteboard were cleaned.
- The tables and chairs were arranged neatly.
- The lights and air conditioning were already on.

But nobody knows *who* did these all!

Questions?

Why do you think *who* did the action isn't mentioned?

Does it matter *who* did it?

How does this sound more professional?

“The assignment was submitted on time.”

Is this active or passive voice?

What is the focus of the sentence?

From sentence structure to passive voice

What makes a sentence active? → actor does the action.

1. The students study hard.
2. My father bought a new car yesterday.
3. They play football everyday.

What if the focus is the action?

1. English is studied hard by the students.
2. A new car was brought by my father yesterday.
3. Football is played everyday.

Active voice → what the subject does
Passive Voice → what happen to the subject

Active → Passive voice

Type of Sentence	Active Voice	Passive Voice
Simple Sentence	She bought a novel.	A novel was bought by her.
Complex Sentence	Before we submit the answer sheet, we need to double check our answers.	Before the answer sheet is submitted, we need to double check our answers.
Who or what causes the action is often unidentified/ unnecessary		Is the meeting cancelled?
When Who or what causes the action is highlighted, we can use “by”		The car was sold by my parents

(Source: Murphy, R. (2019). *English Grammar in Use - Fifth Edition*. Cambridge University Press. p. 84)

Tenses	Active Voice Structure	Passive Voice Structure	Active Sentence	Passive Sentence
Present Perfect	S + Have/has + V3	Be: have/has + been + past participle (V3)	Mom has cleaned the room.	The room has been cleaned
Infinitive	S + will/must/can/could/going to/want to	will/must/can/could/going/want + (to) be + past participle (V3)	Somebody must clean the room.	The room must be cleaned
Perfect infinitive	S + should/might/would/seem to + have +v3	Should have been + past participle (V3)	Somebody should have cleaned the classroom.	The classroom should have been cleaned
		Might/would/seem + (to) have been + past participle (V3)	They might have solved the problem.	This problem might have been solved.

(Source: Murphy, R. (2019). *English Grammar in Use - Fifth Edition*. Cambridge University Press. p. 86)

Exercise

Write a passive sentence.

Somebody has bought this car.	The car has been bought.
I must complete the assignment immediately.	_____
They seem to solve the problem.	_____
Somebody should have written this note.	_____

Challenge: Convince me!

Plastic should be banned.

AI should not be used by students.

Students should manage their own budget.

**Definitely, undoubtedly, certainly,
obviously, clearly, absolutely, strongly,
truly**

Understanding Adverbs

Adverb	After Verb (Be)	Before Adjective	Before Other Adverbs
Seriously, Happily, Carefully, reasonably, terribly, incredibly, badly	She discusses seriously.	The price is reasonably cheap.	He learns language incredibly quickly.
	They are playing happily.	The exam was surprisingly easy	He drives very carefully.
	You should drive carefully.	The seminar was badly organized.	She sings so perfectly.

(Source: Murphy, R. (2019). *English Grammar in Use - Fifth Edition*. Cambridge University Press. p. 201)

Upgrade the sentence

Instruction: Read the sentence → choose a suitable adverb → write the upgraded sentence

People need to reuse plastic more. → *People definitely need to reuse plastic more.*

The policy seems unfair.

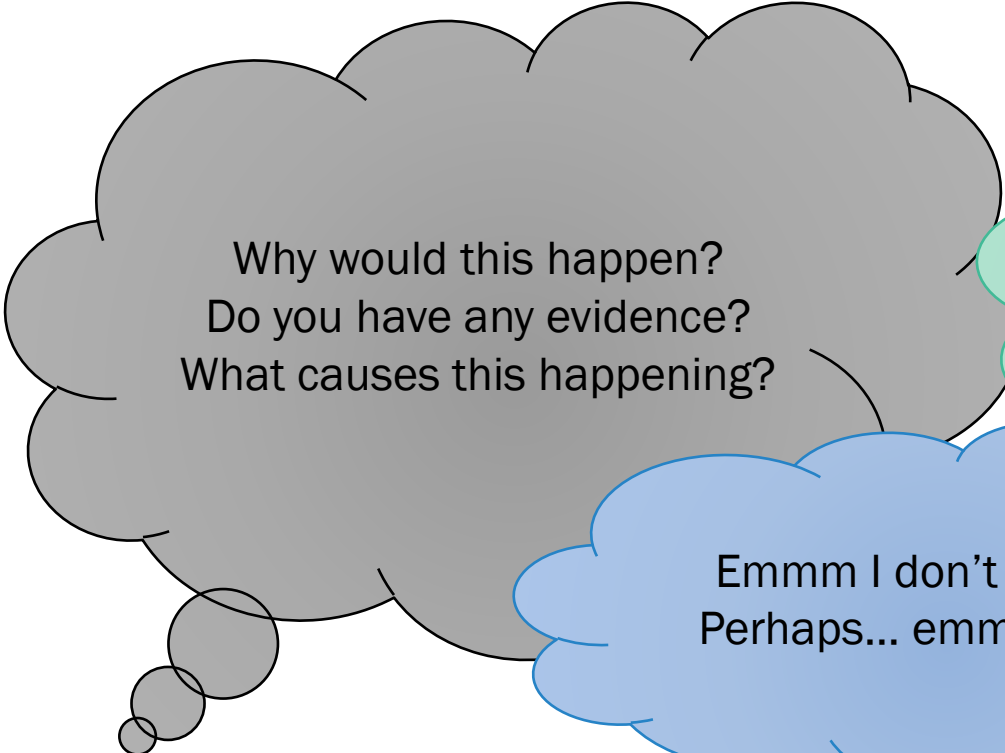
Students should reduce food waste.

Restaurant should offer healthier food.

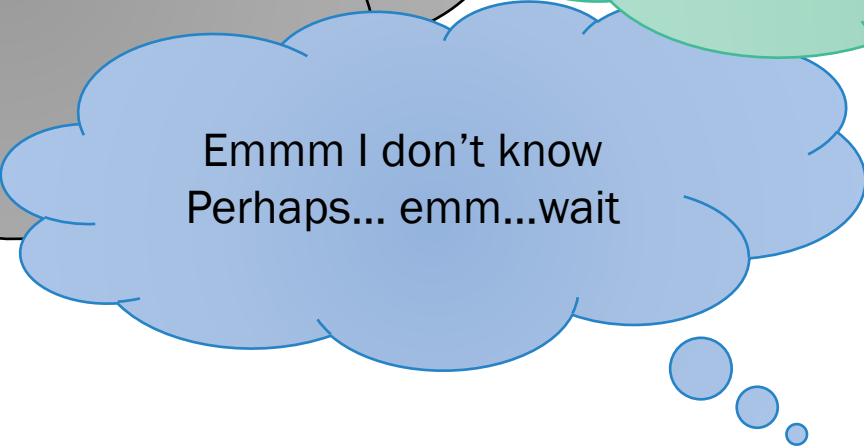
Students must learn English.

AI should be used in academic activity.


Awkward Q&A



Why would this happen?
Do you have any evidence?
What causes this happening?



Emmm I don't know
Perhaps... emm...wait



That's a good point. I'll have to
get back to you on that

Function	Useful Expressions
Clarify	- If I understand your question correctly...
	- Are you asking whether...?
	- Let me make sure I understand...
	- Could you please rephrase that?
	- Do you mean...?
Respond	- Thank you for your feedback.
	- I appreciate your comment, and I'll consider that.
	- That's a valid point.
	- I see what you're saying.
	- I hadn't thought of that before. Thank you!
Delay	- That's a great question. Let me take a moment to think.
	- I'll need a bit more time to give a detailed answer.
	- Let's return to that after I finish this part.
	- I'll follow up with you on that later.
	- I'll look into that and get back to you.
Agree/Disagree	- I completely agree with you.
	- You've made an excellent point.
	- I agree to some extent, but...
	- That's a valid observation, although I see it differently.
	- I see your point, but here's another perspective...

Expressions for Handling Feedback and Questions

Guess the meaning

Instruction: Match the phrase with the meaning

Phrase	Meaning
Speak up	Agree or have shared understanding
Back down	Start friendly
Touch base	Withdraw from a position
On the same page	Express clearly
Break the ice	Make a contact

Fill in the blank

Our meeting with the client is next week. _____ (1) to finalize the points of our proposal we want to present. It is essential that we are all _____ (2). It is always positive to have Jessica with us in our upcoming meeting. She always _____ (3) clearly, which helps the whole team. Marcus also _____ (4) despite criticism during the last debate. It was clear that we had full confidence in our proposal. For now, _____ (5) with a short draft of proposal before our meeting.



Fill in the blank

Our meeting with the client is next week. Let's touch base to finalize the points of our proposal we want to present. It is essential that we are all on the same page. It is always positive to have Jessica with us in our upcoming meeting. She always gets her point across clearly, which helps the whole team. Marcus also stood his ground despite criticism during the last debate. It was clear that we had full confidence in our proposal. For now, let's get the ball rolling with a short draft of proposal before our meeting.

Match the expressions
to their meanings

Expression	Meaning
Touch base	A. Start something
On the same page	B. Maintain your opinion under pressure
Get the ball rolling	C. Communicate clearly
Get your point across	D. Contact briefly to check in or plan
Stand your ground	E. Agree or have shared understanding

Professional Communication Summary Table

Topic	Function / Purpose	Example(s)
Persuasive Sentence Structures	Express strong opinions or recommendations	We must reduce plastic use because it harms the environment.
Complex Sentence Connectors	Show cause, contrast, or conditions in arguments	Although it's cheaper, it's not sustainable. Since we started recycling...
Comparing and Contrasting Ideas	Present two or more sides or viewpoints	On the other hand, some argue...In contrast to last year's data...
Passive Voice for Professionalism	Focus on action/results rather than the subject	The proposal was accepted by the board.
Adverbs for Emphasis and Persuasion	Strengthen arguments or influence audience	Clearly, this issue needs attention. Undoubtedly, change is needed.
Expressions for Handling Feedback/Questions	Respond diplomatically and confidently	Let me clarify that...That's a valid point, however...
Phrasal Verbs	Add natural, conversational tone	Let's touch base before the meeting. <u>He</u> stood his ground.
Idioms and Cultural Expressions	Add <u>color</u> , fluency, and cultural context	Get the ball rolling, get your point across, stand your ground

References

Hogue, A. (2014). *Longman academic writing series 2: Paragraphs*. Pearson

Murphy, R. (2019). *English Grammar in Use - Fifth Edition*. Cambridge University Press.

Oshima, A., & Hogue, A. (2007). *Introduction to academic writing* (ed. 3). Pearson/Longman)

Sounds conversion: https://luvvoice.com/#google_vignette

Thank You