

Opinar e discordar com educação nas reuniões

Inglês B1 · Gabarito

O essencial: Concorde em graus: I agree, Absolutely, I couldn't agree more. Cada uma das 20 respostas do gabarito indica a regra aplicada, para entender o erro e não apenas copiar a resposta.

Nível: Inglês B1 (QECR, intermediário) · **Referência oficial:** QECR B1 (Companion Volume 2020), QECR B1 Interação oral, QECR B1 Mediação

Gabarito de inglês para reuniões (B1)

Atividade 1. Tipo de frase

a-2; b-1; c-4; d-3.

Atividade 2. Complete a opinião

a) **think**; b) **opinion**; c) **point**; d) **agree**.

Atividade 3. Concorde ou discordo?

a) **D**; b) **C**; c) **D** (discordância suave); d) **C**.

Atividade 4. Corrija o erro

a) **I agree with you.** b) **I don't think so.** c) **We discussed the budget.** d) **Can I make a suggestion?**

Atividade 5. Pedir a palavra

a) **interrupt**; b) **add**; c) **finish**; d) **speak**.

Atividade 6. Reuniões on-line

a) **You're on mute**; b) **Could you share your screen?**; c) **I think we lost you.**

Atividade 7. Uma discordância educada

a) **I see your point, but I'm not sure it's the best idea.** b) I see your point, but I think the price is different. c) I see your point, but Friday is difficult for us.

Atividade 8. Ponha em ordem

a) **Sorry to interrupt, but I have a question.** b) **Could you share your screen, please?** c) **I agree with you completely.** d) **To sum up, we decided to wait.**

Atividade 9. Opinião mais suave

a) **I'm afraid this report might be wrong.** b) Perhaps we should change the schedule. c) I'm afraid the client might not want it. Respostas semelhantes são aceitas.

Atividade 10. Pedir opinião

a) **What do you think about the new deadline, Luana?** b) How do you feel about the budget? c) Do you agree, Caio?

Atividade 11. Leia o chat da reunião

a) **He suggests delaying the launch.** b) She is worried about the cost. c) He proposes May (as the launch month).

Atividade 12. Concordar de formas diferentes

Modelo: **I agree. / That's a good point. / I couldn't agree more.** Ordem do mais fraco ao mais forte.

Atividade 13. Do português para o inglês

a) **Sorry to interrupt, but can I add something?** b) In my opinion, the deadline is too short. c) To sum up, we decided to delay the launch.

Atividade 14. Do inglês para o português

a) **Entendo o seu ponto, mas temos que pensar no orçamento.** b) Você poderia repetir? A linha está falhando. c) Deixe-me resumir o que decidimos.

Atividade 15. Pauta da reunião

Modelo: **Let's move on to the Q1 budget. / Now, let's talk about the launch date. / To sum up, here are the next steps.** Verifique: frases de transição adequadas.

Atividade 16. Mediação: ata da reunião

Modelo: **Isadora thought the deadline was tight, and Caio asked for more budget. The group decided to delay the launch until May.** Verifique: past simple, três informações.

Atividade 17. Discordar e propor

Modelo: a) **I see your point, but I think we should send a smaller group instead.** b) I'm not sure about that. Perhaps we could hire one person first. c) I understand, but could we agree on a deadline?

Atividade 18. Resumo de reunião

Modelo: **To sum up, Thiago agreed with the budget and Luana preferred May. The team will send the proposal on Wednesday. We will meet again after that.**

Atividade 19. Interrupções

Modelo: a) **Sorry to interrupt, but may I add something?** b) I'm not sure I agree. c) Could we speed up a little? We're short of time.

Atividade 20. Resposta a um e-mail

Modelo: **Hi Marcela, in my opinion, Monday is better than Friday. Many people leave early on Friday, so it is hard to decide anything. I suggest we hold the meeting at ten. Let me know what you think.** Verifique: opinião, razão e sugestão.