



# PHRASES FOR EFFECTIVE COMMUNICATION



## ASKING FOR CLARIFICATIONS

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- Could you be more specific?
- I don't get it...
- Can you elaborate on that?
- I don't quite follow...
- I don't fully understand...

## ASKING FOR REPETITION

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- I didn't catch that.
- Could you repeat please?
- Can you say that again?
- Would you mind speaking more slowly?

## EXPLAINING YOUR OWN MESSAGE AGAIN

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- In other words, ...
- To put it another way...
- To be more specific....
- Let me clarify that...
- Let me restate that.
- Let me start over.

## CHEKING YOUR OWN UNDERSTANDING

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- Just to be clear, you're suggesting that...
- Well, you're saying that...
- If I get you right, ...
- Correct me if I'm wrong, but you're saying that...

# Take Action Communicating In English Activity

**Roman Wölfel**



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