

## Giving Suggestions

Notice how speakers can use **should**, **would** and **some phrases** to give advice or suggestions.

**Point 1:** Use **should** to offer suggestions.

Should / Shouldn't

(Q) What should I eat?

(A) You should try the fish.

(N) You shouldn't eat the salad.

(Q) Should I wear this coat?

(A) Yes, you should. It looks good on you.

(N) No, you shouldn't. It is hot today.

**Point 2:** Use **would** in the first person to offer suggestions.

Would / Wouldn't

(Q) What would you do?

(A) I would go to the park.

(N) I wouldn't take the bus.

(Q) Would you wear this?

(A) Yes, I would.

(N) No, I wouldn't.

**Point 3:** Use if-clauses to offer suggestions.

If you ---- , -----

If you have time, visit the museum.

If you like fish, try the sushi.

If you can afford it, stay at the Ritz.

Imperatives

**Point 4:** Use verbs in the imperative form to offer suggestions.

**Check out** the mall downtown.

**Be sure to** wear warm clothes.

**Don't** talk to strangers.

**Don't** pay more than 20 dollars for it.

# Should for Suggestions

Read and listen to four conversations using the grammar.

## Conversation 1 | [Free PDF Worksheet](#)

**Man:** You don't look so good. Are you sick?  
**Woman:** Yes, I think I'm coming down with a cold.  
**Man:** Well, maybe you **should** go home then.  
**Woman:** But I really need to work.  
**Man:** No, no, no! You **should** go home and get some rest.  
**Woman:** OK. I guess I can work from home anyway.  
**Man:** No, you **shouldn't** work. You **should** stay in bed.  
**Woman:** OK. I will do that. Thanks for your advice.  
**Man:** No problem. I hope you feel better soon.

## Conversation 2 | [Free PDF Worksheet](#)

**Man:** So, how long have you been feeling ill?  
**Woman:** For about three days.  
**Man:** Well, it looks like there's a flu bug going around.  
**Woman:** OK. Is that serious?  
**Man:** No, it is a minor illness, but you **should** not be around people as it can spread.  
**Woman:** OK. What **should** I do to get better?  
**Man:** Just get lots of rest and drink lots of water. I will give you some medicine to make you feel better.  
**Woman:** OK. Thank you doctor.  
**Man:** If you start to feel worse after a few days, you **should** call me immediately.  
**Woman:** OK. I'll do that. Thank you.  
**Man:** You're welcome. You should feel better in a few days.

## Conversation 3 | [Free PDF Worksheet](#)

**Man:** What's the best way to learn Spanish?  
**Woman:** Well, first you **should** learn new words every day.  
**Man:** OK. That's easy. What do you recommend?  
**Woman:** I would download a vocab app. I would try to learn ten words a day.  
**Man:** Only ten words? I think I can learn 50 words a day.  
**Woman:** No, you **shouldn't** do that because you won't remember them. You **shouldn't** try to do too much at one time.  
**Man:** OK. I will follow your advice. Thank you.

## Conversation 4 | [Free PDF Worksheet](#)

**Man:** Hello, Mrs. Wilson. Thanks for your advice on learning Spanish vocabulary. Your tips worked. Do you have any more ways to learn Spanish?  
**Woman:** Well, you **should** try to use the words you learn by keeping a journal and

trying to use them.

**Man:** That sounds too difficult. I can't write anything yet.

**Woman:** Well, at first you can just draw pictures of new words, like verbs and nouns.

**Man:** Oh, I like that idea. I'll give that a try.

**Woman:** Oh, and you *should* use spanishlistening.org. It's a great way to learn Spanish.

**Man:** Sounds cool! Is it free?

**Woman:** Yes, it's free! There are 100s of listening lessons to choose from.

**Man:** Cool. I'll check it out. Thanks.

## Quiz

*Answer these questions about the interview.*

1) What should the woman do?

a) Finish her work

**b) Go home and rest**

2) What should the woman not do?

**a) Be around people**

b) Drink too much water

3) What should the man do to learn Spanish?

**a) Keep a journal**

b) Watch Spanish movies

4) What should he do to learn words?

**a) Draw pictures**

b) Say each word ten times

**Gap Fill:** Complete the conversation with the correct word!

### Question 1 of 4

Drag the boxes onto the matching gaps.

- shouldn't
- rest
- should
- work

- soon
- home
- down
- anyway

- advice
- good

**Man:** You don't look so \_\_\_\_\_. Are you sick?  
**Woman:** Yes. I think I'm coming \_\_\_\_\_ with a cold.  
**Man:** Well, you should go \_\_\_\_\_ then.  
**Woman:** But I really need to \_\_\_\_\_.  
**Man:** No, no, no! You \_\_\_\_\_ go home and get some \_\_\_\_\_.  
**Woman:** OK, I guess I can work from home \_\_\_\_\_.  
**Man:** No, you \_\_\_\_\_ work. You should stay in bed.  
**Woman:** OK, I will do that. Thanks for your \_\_\_\_\_.  
**Man:** No problem. I hope you feel better \_\_\_\_\_.

### Question 2 of 4

Drag the boxes onto the matching gaps.

- **immediately**
- **worse**
- **flu**

- **serious**
- **feeling**
- **drink**

- **feel**
- **spread**
- **better**

**Man:** So, how long have you been \_\_\_\_\_ ill?  
**Woman:** For about three days.  
**Man:** Well, it looks like there's a \_\_\_\_\_ bug going around.  
**Woman:** OK. Is that \_\_\_\_\_?  
**Man:** No, it is a minor illness, but you should not be around people as it can \_\_\_\_\_.  
**Woman:** OK. What should I do to get \_\_\_\_\_?  
**Man:** Just get lots of rest and \_\_\_\_\_ lots of water. I will give you some medicine to make you \_\_\_\_\_ better.  
**Woman:** OK, thank you doctor.  
**Man:** If you start to feel \_\_\_\_\_ after a few days, you should call me \_\_\_\_\_.  
**Woman:** OK, I'll do that. Thank you.  
**Man:** You're welcome. You should feel better in a few days.

### Question 3 of 4

Drag the boxes onto the matching gaps.

- **vocab**
- **best**
- **Only**

- **should**
- **every**
- **follow**

- **shouldn't**
- **easy**

**Man:** What's the \_\_\_\_\_ way to learn Spanish?  
**Woman:** Well, first you \_\_\_\_\_ learn new words \_\_\_\_\_ day.  
**Man:** OK, that's \_\_\_\_\_. What do you recommend?

**Woman:** I would download a \_\_\_ app. I would try to learn ten words a day.

**Man:** \_\_\_ ten words? I think I can learn 50 words a day.

**Woman:** No, you \_\_\_ do that because you won't remember them. You shouldn't try to do too much at one time.

**Man:** OK, I will \_\_\_ your advice. Thank you.

#### Question 4 of 4

Drag the boxes onto the matching gaps.

- idea
- advice
- write

- ways
- free
- keeping

- choose
- draw

**Man:** Hello, Mrs. Wilson. Thanks for your \_\_\_ on learning Spanish vocabulary. Your tips worked. Do you have any more \_\_\_ to learn Spanish?

**Woman:** Well, you should try to use the words you learn by \_\_\_ a journal and trying to use them.

**Man:** That sounds too difficult. I can't \_\_\_ anything yet.

**Woman:** Well, at first you can just \_\_\_ pictures of new words, like verbs and nouns.

**Man:** Oh, I like that \_\_\_\_. I'll give that a try.

**Woman:** Oh, and you should use [spanishlistening.org](http://spanishlistening.org). It's a great way to learn Spanish.

**Man:** Sounds cool. Is it \_\_\_?

**Woman:** Yes, it's free! There are 100's of listening lessons to \_\_\_ from.

**Man:** Cool. I'll check it out. Thanks.

## Corporate Vocabulary - Skills

### Adaptability

The flexibility to adjust to changes.

“Our staff adaptability to telecommuting is remarkable.”

“The ability of our staff to successfully adapt to telecommuting has been exceptional.”

### **Problem-solving**

The ability to analyze and find solutions to complex issues or challenges.

“Ron’s problem-solving skills make him a great asset to the company.”

“Ron’s proficiency in problem-solving significantly contributes to the company’s success.”

### **Teamwork**

When a group of coworkers collaborate to get the result that the company wants.

“I reviewed her CV and she is definitely into teamwork.”

“After reviewing her CV, I can confirm that she demonstrates a strong commitment to teamwork.”

### **Communication**

Exchange of instructions, information, ideas, or emotions through signs, sounds or images.

“My wife is expert in digital communication.”

“My spouse possesses expertise in digital communication.”