

Seasonal Vocabulary & Constructive Disagreements

Talking about Halloween and Navigating Conflicts in English Communication





Origins Vocabulary

Dracula

Bram Stoker Vampires through time

Saying No

How to say no Softening the message How to leave the door open

Complaints

How to make a complaint How to deal with a complaint

Apologising

Ways to say sorry
How to give the perfect apology
How to avoid the non-apology



Origins

Samhain

Celtic celebration of the line between the living and the dead breaking down

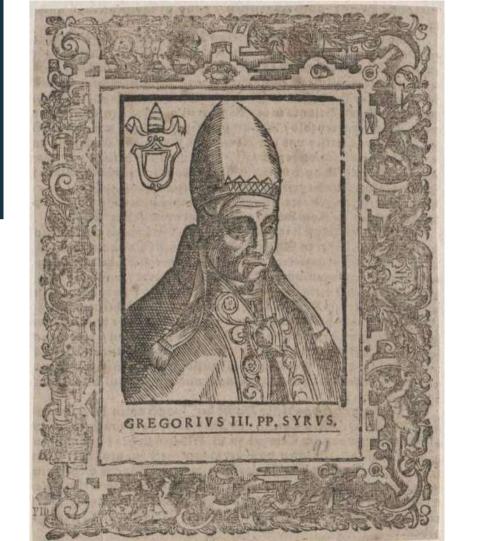


Origins

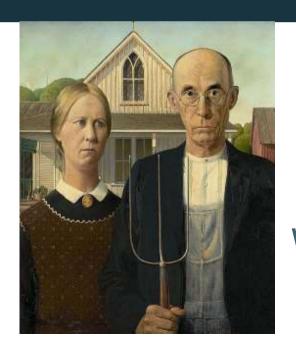
9th Century

Pope Gregory III

All Hallow's Day



Origins





Why is Halloween big in America?

To dress up as something To wear a costume





Jack O' Lantern

d eclap

to carve a pumpkin





Dracula

Origins and Evolution



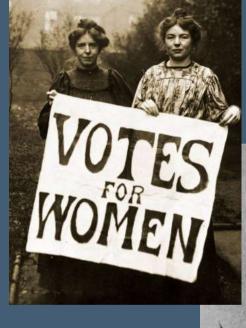


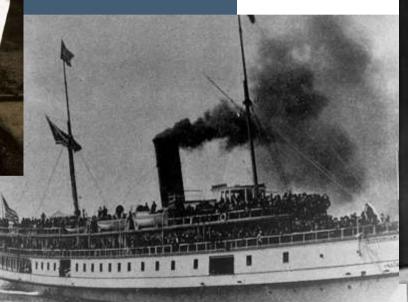
Bram Stoker's Dracula

















Constructive Disagreements -

Navigating conflicts in English Communication

Saying No



Thanks, but I think I'm going to hang out here tonight. It's been a long day.

Oh, I wish I could, but I don't want to

It's been a long day.

It's been a hectic week.

I have a lot on my plate.

I have a lot on this week

I have my hands full with...

Oh, I wish I could, but I don't want to

It's not my cup of tea

It's not my area of expertise

I wouldn't feel comfortable



Softening Language



I'm sorry,

I'm afraid,

Unfortunately,

To be honest,



No,....

- But I could do this instead
- But let me connect you with someone who can help or

Yes, after...
Yes, if...



Making Complaints

Making a complaint

I'm afraid / sorry I have a complaint.

01

Actually, there's an issue / a problem.

I **ordered/asked for** 200 blue t-shirts, but the ones you sent are black

Can you get the right ones to me **by / before** the end of the week?

or

Look, I really **need / want** the blue t-shirts as soon as possibe



Making a complaint

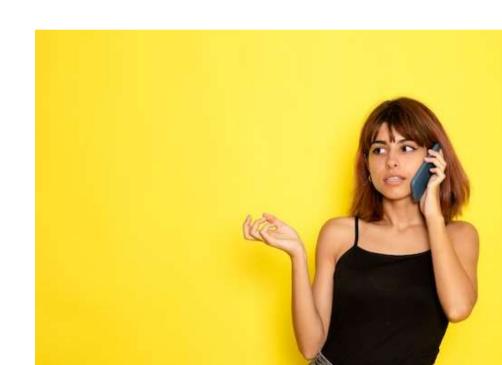
I'm afraid I have a complaint.

I **ordered** 200 blue t-shirts, but the ones you sent are black

Look, I really **need** the blue t-shirts as soon as possibe



Dealing with a complaint



Dealing with a complaint

Find out what the problem is

If there is a problem, apologise

Investigate the problem

Say what you're doing to solve the problem



Dealing with a complaint

Find out what the problem is

I see, what exactly is the problem? If there is a problem, apologise

I'm so sorry about that Investigate the problem

Let me check your order Say what you're doing to solve the problem

Yes of course, I'll get the correct order sent to you by the end of the day



Apologising

The apology vs
The non-apology





- 1. Express regret & acknowlege the mistake
- 2. Understand the impact
- 3. Take responsibility
- 4. Show a willingness to make things right

1. Express regret:



I'm sorry for + ing
I'm sorry for what I did
I want to apologise for + ing
I want to apologise for my mistake

2. Understand the impact:



I understand that my mistake made things difficult for you.

I realize I upset you, and I'm truly sorry.

I know this caused you a lot of inconvenience.

3. Take responsibility:



It was my responsibility and I should have been more careful I made a mistake and I take full responsibility There's no excuse for what I did What I did wasn't OK

4. Show a willingness to make things right:



I'll make sure this doesn't happen again.
I'm happy to redo the work to meet your expectations
Please let me know how I can fix this.

Non-Apology features:

- Lack of responsibility
- Blame Shifting
- Conditional Language
- False Empathy



It was 2 in the morning and I was ambien tweeting.

(then later)

I apologize to anyone who thought, or felt offended and who thought that I meant something that I, in fact, did not mean.



If I did behave then as he describes, I owe him the sincerest apology for what would have been deeply inappropriate drunken behavior, and I am sorry for the feelings he describes having carried with him all these years.







WHAT THE BRITISH SAY	WHAT THE BRITISH MEAN	WHAT OTHERS UNDERSTAND
■ I hear what you say	■ I disagree and do not want to discuss it further	■ He accepts my point of view
■ With the greatest respect	■ You are an idiot	■ He is listening to me
■ That's not bad	■ That's good	■ That's poor
■ That is a very brave proposal	You are insane	■ He thinks I have courage
■ Quite good	A bit disappointing	■ Quite good
■ I would suggest	Do it or be prepared to justify yourself	Think about the idea, but do what you like
Oh, incidentally/by the way	The primary purpose of our discussion is	■ That is not very important
■ I was a bit disappointed that	■ I am annoyed that	■ It doesn't really matter
■ Very interesting	That is clearly nonsense	■ They are impressed
I'll bear it in mind	■ I've forgotten it already	They will probably do it
■ I'm sure it's my fault	It's your fault	Why do they think it was their fault?
You must come for dinner	It's not an invitation, I'm just being polite	I will get an invitation soon
■ I almost agree	■ I don't agree at all	He's not far from agreement
■ I only have a few minor comments	■ Please rewrite completely	He has found a few typos

Softeners

To be honest, I think we need to rethink our strategy.

With all due respect, I don't agree with that.

I'm afraid, We can't do that.

I'm sorry, but I don't think that's going to work.

I was wondering if We should try something else.

Softening language will make your message sound less harsh or aggressive

Qualifying Language

That's not what we had in mind

That might be ambitious

The conditions are restrictive

That is more than we have budgeted for

We're getting off track here

Qualifying language allows you to reduce the intensity of a message

Qualifying Language

That's not really what we had in mind

That might be a bit ambitious

The conditions are quite restrictive

That is slightly more than we have budgeted for

We're getting kind of off track now

Qualifying language allows you to reduce the intensity of your message

Giving Feedback

"You didn't follow the guidelines, and your analysis lacks detail. You need to add more examples to make your points clearer."

"I noticed that **some** parts of the analysis could use **a bit** more detail. I was wondering if adding a few more examples might help clarify your points and strengthen the overall impact."

Showing Openness

"I'm not entirely sure, but maybe..."

"This is just a thought, but we might want to..."

"I'd love to hear your perspective on this."

This can make your message seem more like a starting point for discussion

It's a bad idea



You made a mistake on the invoice



We need more time



I don't understand what you're trying to say



