What's in it for you.

- Learn how to ask colleagues for suggestions.
Warm up

Someone came up with a useful suggestion. Choose the most suitable word to replace *suggestion* in this sentence. (  )

A. opinion  B. advice  C. idea
Focus on

Match the words with the right meanings.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
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<tbody>
<tr>
<td>overall</td>
<td>an early version of a letter, book, or speech talking about a situation in general or about the whole of something</td>
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<tr>
<td>presentation</td>
<td>to show that somebody/something is right or reasonable</td>
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<tr>
<td>draft</td>
<td>a formal talk in which you describe or explain something to a group of people</td>
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<td>justify</td>
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(Miya is asking for suggestions from Luke.)

Miya: I need to get this report proofread before I hand it in.
Luke: That’s a good idea. Would you like some help?
Miya: Yes, please. What would you suggest I do for the cover page?
Luke: I recommend you use a simple typeface in a dark color, and maybe a picture that matches your topic.
Miya: Those are great ideas, thanks! By the way, have you read the draft presentation I gave you?
Luke: It was good overall, but you need to make some small changes.
Miya: For example?
Luke: You can better justify your summary by putting the product information before the costs.
Miya: Hmm, I might just do that. Anything else?
Luke: Just take it easy and speak with confidence.
Miya: I’ll do my best. Thanks very much.