

What is Expressing Opinions Formally?

Worksheet

Expressing opinions formally means presenting your views using objective language, supporting evidence, and acknowledging other perspectives — making you sound informed and trustworthy.

Questions

1. A formal opinion should ALWAYS include...
 - A) Emotional language
 - B) Evidence or reasoning
 - C) Personal stories only
 - D) No acknowledgment of other views
2. Which opening is most formal?
 - A) I think...
 - B) My opinion is...
 - C) Based on available evidence, I believe...
 - D) In my opinion...
3. Acknowledging opposing views means...
 - A) You agree with them
 - B) You're showing you've considered alternatives
 - C) Your opinion is weak
 - D) You should change your view
4. In a formal setting, avoid...
 - A) Facts and data
 - B) Respectful language
 - C) Absolute statements like 'everyone knows'
 - D) Supporting evidence
5. Expressing an opinion about remote work in a business meeting.
6. Sharing an opinion on a company policy in a report.
7. Presenting an opinion during a class debate.
8. Define: What is expressing opinions formally?
9. Define: Best opening phrases for formal opinions?
10. Define: Why acknowledge opposing views?

Answer Key

1. B) Evidence or reasoning — Evidence makes your opinion credible and professional.
2. C) Based on available evidence, I believe... — 'Based on available evidence' signals objectivity and research.
3. B) You're showing you've considered alternatives — It demonstrates thorough thinking and earns respect.
4. C) Absolute statements like 'everyone knows' — Absolutes sound arrogant; qualified language sounds more professional.
5. Formal: 'In my view, remote work improves productivity. Studies show a 13% increase in output. However, I understand concerns about team cohesion. A hybrid model might address both needs.' (Opening + evidence + acknowledgment + solution)
6. Formal: 'I believe our current customer service approach is effective based on 95% satisfaction ratings. That said, response time feedback suggests improvements are possible in peak hours.' (Supports with data, acknowledges alternatives)
7. Formal: 'The evidence suggests climate change is human-caused: CO₂ levels, temperature rise data, and expert consensus. I recognize skeptics cite natural cycles, but the correlation is statistically significant.' (Data + respectful counter-perspective)
8. Sharing your views using structured, objective language, supported by evidence, in professional settings.
9. 'In my view...', 'Based on evidence...', 'I would argue that...', 'The data suggests...'
10. It shows you've considered alternatives, builds credibility, and invites respectful dialogue.

Bounlu

All cards, step-by-step solutions and an AI tutor are in the Notek app.
Promy turns exam dates into automatic reminders.