

1- Agreeing:

- I quite (entirely/totally) agree.
- I think you are (quite, absolutely) right
- Definitely! Absolutely! Exactly! Of course!
- By all means! You're right to say that/in saying that
- This problem will never be solved.
- I am with you there - You've got it right.
- I think we are in agreement on that.
- We see eye to eye on that subject.

2- Agreeing partly

- I would tend to agree with you on that.
- I agree with you on the whole, but...
- I agree up to a certain point/to a certain extent but...

3- Disagreeing tactfully

- Well, I don't see it that way.
- Well, I'm afraid this isn't correct
- I'd like to correct you there
- I'm afraid I can't agree with you there
- I'm afraid I have to disagree with you
- We'll have to agree to disagree / to differ

4- ..Or less so...(be extremely careful in which circumstances you can use these phrases)

- That's irrelevant!
- It's beside the point.
- It has nothing to do with the question.
- I entirely disagree with your position
- You can't be serious
- You must be joking!
- I couldn't agree less!
- You must be out of your mind!
- I think you're wrong/mistaken

Further tips

Really listen to what the other person is saying and sincerely try to understand his/her point of view before you answer.

Remember cross-cultural differences. Do not speak too loudly. Make sure the tone of your voice does not make you sound aggressive.

Interrupting tactfully: useful phrases

- Sorry to butt in, but...
- Excuse me for interrupting you
- Do you mind if I say something here?
- May I come in at this point?
- I'd like to comment on that last point