Say it aloud: discussions, explanations and presentations

HSK 5

Make a group discussion useful

A study group wants to share notes online. One person thinks photographs are enough; another wants typed summaries. You do not have to agree before disagreeing, but first show that you understood the proposal.

我明白你的意思。拍照比较快，不过照片太多时不容易查找。不如按主题整理，再附上必要的照片。

Wǒ míngbai nǐ de yìsi. Pāizhào bǐjiào kuài, búguò zhàopiàn tài duō shí bù róngyì cházhǎo. Bùrú àn zhǔtí zhěnglǐ, zài fù shàng bìyào de zhàopiàn.

I understand your point. Taking photographs is faster, but too many photographs are hard to search. How about organising by topic and adding the necessary photographs?

Extend or challenge a point

我同意你的看法, 另外 …… adds a point after genuine agreement. 我理解这个理由, 不过 …… acknowledges a reason without pretending to agree. 也就是说 …… paraphrases an idea; check the paraphrase with the speaker before treating it as their view.

A response beginning 不过 can be natural when the preceding turn supplies the contrast. The aim is relevant, respectful interaction, not compulsory agreement or a memorised connector sequence.

Explain a process with its purpose

为了方便查找，我们先按主题分类，接着写简短说明，最后检查有没有重复。

To make searching easier, we first sort by topic, then write short descriptions, and finally check for duplicates.

The steps have a useful order. Several verbs can occur naturally in one sentence when the relationship is clear; there is no one-verb-per-sentence rule. **把文件备份，以免丢失。** Back up the files to avoid losing them. 为了 can also introduce an avoidance goal: **为了避免丢失，要做好备份。** The difference is how the purpose is expressed, not whether a negative outcome may be mentioned.

Present only the points you need

An opening can say **今天我想谈谈整理笔记的方法。** Today I want to discuss ways of organising notes. Use 首先, 接下来 and 最后 when they help, but do not promise three points if you have only two. A close with 总之 should restate the conclusion

already supported, not introduce new evidence.

Handle a question

A listener asks whether typing everything takes too long. Answer the trade-off: **确实需要时间，所以我们只整理重点，原来的照片保留下来。** It does take time, so we will summarise only the main points and keep the original photographs.

Practise a short explanation and a follow-up about time, cost or access. Review whether you distinguished a proposal from an established result, answered the objection, and gave steps someone could actually follow.

A fresh situation

R1. Interpret and repair. A learner says 为了 cannot introduce avoiding a loss and insists on 以免 in every such sentence. Correct the rule.

R2. Use it yourself. Explain how to organise shared notes, then answer a concern about the time required.

Write your responses before opening the key. Compare meaning as well as form; a different valid answer need not copy the model.

Answers and explanations

Check after your attempt. For open tasks, compare the message and the stated criteria, then revise one detail.

■ Fresh-situation answers

R1. 为了避免丢失，要做好备份 is natural. 以免丢失 also expresses avoiding loss. The grammatical frames differ; an avoidance purpose is not banned after 为了.

R2. One possible response. 为了方便查找，我们先分类，再整理重点。确实需要时间，所以只整理最重要的内容。The reply acknowledges the trade-off and changes the scope instead of giving an unrelated reassurance.

Recall later. Tomorrow, explain a new process and answer an unprepared question about its cost or time.