

Week 1 – Intensive Class 1 (IC1) – Organizing your Speaking September 2015

- *In business, it is very important for you to be able to EXPRESS or say your opinion.*
- *However, it is also important to be able to EXPRESS or say your opinion in a clear, organized, and logical way.*
- *This term, you will learn FIVE key phrases that NATIVE ENGLISH speakers like to use in business situations.*

Today's Key Point: Asking your client for their opinion

FIVE Key Phrases:

1. **What is your take on.....?**
2. **What are your views on.....?**
3. **What do you think about.....?**
4. **What's your opinion regarding.....?**
5. **If possible, I'd like to hear your views on.....**

Key phrases and examples:

1. **What is your take on.....?**

Note: "your take" = "your opinion"

- a. What is your take on the current situation?
- b. What is your take on this issue?
- c. What is your take on our new project?

2. **What are your views on.....?**

- a. What are your views on D + M?
- b. What are your views on our vendor?
- c. What are your views on the bugs in our software?

3. What do you think about.....?

- a. What do you think about our new plan?
- b. What do you think about my idea?
- c. What do you think about the price of our amplifier?

4. What's your opinion regarding.....?

- a. What's your opinion regarding the new product line-up?
- b. What's your opinion regarding our client's idea?
- c. What's your opinion regarding our business trip to China next week?

5. If possible, I'd like to hear your views on.....

- a. If possible, I'd like to hear your views on this situation.
 - b. If possible, I'd like to hear your views on the quality of our products.
 - c. If possible, I'd like to hear your views on our new products for next year.
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Check Points for your speaking:

1. Is your English clear?
 2. Is your pronunciation correct?
 3. Is your voice dynamic and at a good volume level?
 4. Are you speaking with confidence?
 5. Are you using pauses, emphasizing, and stretching KEY words?
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Homework:

1. Think of your weekly meetings and make 3 original questions using today's "5 KEY Phrases.
2. Total; 15 original questions
3. Be prepared to present your data in the next class.
4. Advice: Practice saying your data many times until you feel confident.
5. When you English is confident, your listener will understand you and your client will also believe you more.

Good Luck!