

## Week 2 – Intensive Class 2 (IC2) – EMPHASIZING Key Words for “Impact and Dynamic Speaking” - September 2015

*Many companies have “weekly meetings” to report the status of projects, products, or other business situations. As a result, it is very important to be able to give a status report in an effective, professional, and organized manner. Today, we are going to study how to give a simple “5-Point” Status Report.*

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### Giving a 5-Point Report

#### Emphasizing Key Words: Example Status Report

*Look at the example “status” report below. The words that are in **BOLD** letters are good words to emphasize to make your speaking more “dynamic” and have more “impact” when you present or say your data in an international meeting, teleconference, or business discussion, or presentation.*

Example: **Emphasizing** KEY words and Phrases

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Let me **update you** on the **current** situation.

**First**, we are **still** working on the **new** specifications. Actually, last week, we **found** some **bugs** in the **software**. As a **result**, we are **working** to **resolve** the situation.

**In addition**, our **engineers** are making a **new** software for our product. We **believe** this **new** software will be **more dependable**. Also, the **new** software will be **easier** to use for our **customers**.

**Furthermore**, we **found two new** problems. **First**, the **specifications need** to be **revised due to** the **number of problems** with the hardware. **Second**, the **factory in China** has some **issues** with **Quality control**. **Therefore**, we will **visit** China **next** week for an **inspection** of the **factory** line.

**To add to that**, our **vendors** in China have **promised** to **send us** the **new** part by the **end** of next week. We **believe** this **new** part will **make** our **product better**. **In addition**, this **new** part is **not really expensive** compared to the **old** part. **So**, that is **one merit** of the **new** part from China.

**Finally**, our team is **working hard** to **finish** the **product** testing at our **Shirakawa** factory. **Hence**, we **believe** our **product** will be **able to launched on time and as schedule**.

**That’s** our **current** situation.

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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 another** sample weekly report using today's "5-point" Status Report technique.
2. Try to use **actual information** to make your report real and practical.
3. **PRINTOUT** your homework.
4. Be prepared to give your ORAL status report to other members in the next class.
5. **Advice:** Practice your ORAL report and speaking many times (at least 10 times) until you feel confident.

Good Luck!