

Term 1: May 2015 – MS Class Contents – Week 3

Agenda

- 1. CHECK-IN: What's on your mind?
- 2. REVIEW: Rule of 3 article
- 3. CHECK: Rule of 3 homework
- 4. DISCUSS: What is a “successful” business meeting?
- Homework Assignment

CHECK-IN Activity: What's on your mind?

- 1. Before we start our class today, it is important for you to “check-in.”
- 2. For 1 or 2 minutes each, please tell everyone what is on your mind at the moment.
- **Examples:**
 1. *You are feeling tired at the moment.*
 2. *You are thinking you have to finish your project before tomorrow.*
 3. *You are worried about a meeting with a client tomorrow.*
 4. *You feel a little under the weather.*
 5. *You feel good.*
 6. *Today you are really busy.*
 7. *You are looking forward to the weekend.*
 8. *Or.... any other thoughts in your mind*

REVIEW: BUSINESS COMMUNICATION

- 1. In business, many people overseas will use the “**Rule of 3**” to convey their ideas in business situations.
- 2. The “**Rule of 3**” is a very effective way to make your English clear, organized and easy to understand.
- 3. In fact, many famous people are using the “**Rule of 3**” in business situations overseas in business meetings, presentations, and business discussions.

Feedback Discussion

- 1. As you can see, the Rule of 3 is very important to make your communication clear, effective, and easy to understand.
- Discussion Question:
- **What’s your take on the “Rule of 3?”**
- Challenge: Think and give your **3-point** comment
- Thinking time: 5 minutes

CHECKED: Homework:

- 1. Using the Rule of 3, describe three of your company products and their 3 key features.
- Example:
- **Product A:**
- 3 Key Features
- **Product B:**
- 3 Key Features
- **Product C:**
- 3 Key Features

EXAMPLE:

- **Product A: Headphones**
- **3** Key Features:
- **A. Powerful bass sound**
- **B. Lightweight**
- **C. Reasonable price**

Example: Product A

- **(SAMPLE SPEAKING TEMPLATE SCRIPT)**
- Let me tell you about our product. Our headphones have **three** key features.
- First, our headphones have a **deep and powerful bass** sound.
- In addition, our headphones are **very lightweight**.
- Finally, our headphones are **reasonably priced** compared to other manufacturers.
- Bonus phrase: As a result, I highly recommend our headphones.
- ***Now, let's present your data!***

HOMEWORK:

- Using today's speaking template: Write out your script and descriptions for your remaining two products for next week.
 - ➔ For your **Product B** and **Product C**.
- Be prepared to present your data and answer questions from your audience next week.
- Good luck!

----- End of Lesson -----