

Week 3 – IB2 Class – Using “Rule of 3”: Discuss a current situation - September 2015

Today, we are going to use the “Rule of 3” for meetings, discussions, and teleconferences. Take a look at the example below and analyze how to use the “Rule of 3” with when you “discuss your current situation.”

“Discuss a current situation” using the “Rule of 3:”

Use: “3 - Step Speaking Technique”

Step 1: (Start)

Let me update you on our current situation.

Step 2:

To begin with, ...(Point #1 + one or two details)

In addition,(Point #2 + one or two details)

Finally,(Point #3 + one or two details)

Step 3: (Ending)

That’s our current situation.

- **Example Speaking Script:**
 - **Let me update you on our current situation.**
 - **To begin with,** we are currently making smartphone apps for our new project. So far, we have made three exciting apps. The project is going well.
 - **In addition,** we are trying to finish making our monthly report for FY15. We believe that we will finish by the end of this month. So, we are working hard every day.
 - **Finally,** we plan to visit our China factory on October 10th to check the progress of the factory line. Last week, there was a delay in production. Therefore, we would like to see if we can solve this issue during our business trip on October 10th.
 - **That’s our current situation.**
-

Homework:

- **Directions:**
- 1. Next week, we will do a “meeting simulation” with a business client.
- 2. Using the “Rule of 3,” write down your original script to discuss your current situation with your client.
- 3. Try to use actual situations and information to make your information more real.
- 4. Make sure you have **3 key points** plus **1 or 2 details** for each key point.
- 5. Good luck!