

Term 2 – WEEK 3 Contents– Intensive 2 Class

Today's Agenda

- 1. WARM-UP: “Th” Pronunciation Paper
- 2. REVIEW: Weekly Status report (Set 1)
- 3. CHECK: Homework Assignment
- 4. PRACTICE: Making your English have more impact (Set 2)
- 5. HOMEWORK Assignment

LEARN: TH Pronunciation

Pronunciation Practice: “TH” Sound

Pronunciation Technique:

3 Key points:

1. **Beginning “th”**: Start with tongue between teeth about 0.5 to 1 cm out . Then, pull tongue back.
2. **Middle “th”**: Start with tongue between teeth about 0.5 to 1 cm out . Then, pull tongue back.
3. **Ending “th”**: Start with tongue between teeth about 0.5 to 1 cm out . Then, blow air out through teeth.

Beginning “th”	Middle “th”	Ending “th”
<ul style="list-style-type: none">• the• theme• three• their• Therefore• third	<ul style="list-style-type: none">• together• father• mother• brother• another• other	<ul style="list-style-type: none">• with• month• fourth• path• bath• math

<ul style="list-style-type: none"> • that • thirty • thinner • than • thousand 	<ul style="list-style-type: none"> • weather • feather • Furthermore • something • anything • everything 	<ul style="list-style-type: none"> • booth • both • Earth • worth • birth
---	--	--

Practice Sentences:

1. The **thirty thousand** mothers and fathers were in **the booth** at **3** pm.
2. **This month the Earth** and **the air** will be **thinner than the weather** last year.
3. **Furthermore**, I need to find **something** or **anything** to buy for my **brother's birthday**.
4. If we use **everything** and work **together with the three of them**, I **think** it will be **the best theme**.
5. **Therefore**, from my point of view, **both** of us need use **three things**, use **math**, and **think** carefully.

REVIEW: Weekly Status Reports

- *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.*

REVIEW: Giving a 5-Point Report

- **Step 1: Starting Phrase: Let me update you on the current situation.**
- **Step 2: State Details:**
- **First,...(+ 2 – 3 details)**
- **In addition,(+ 2 – 3 details)**
- **Furthermore,(+ 2 – 3 details)**
- **To add to that,(+ 2 – 3 details)**
- **Finally,(+ 2 – 3 details)**
- **Step 3: Ending Phrase: That’s the current situation.**

STUDENTS READ: Example Weekly Report

- **Let me update you on the current situation.**
- **First**, we are still working on the new specifications. 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. So, we believe our product will be able to launched on time and as schedule.
- **That's our current situation.**

CHECKED Homework: Students presented individually and mistakes were corrected and advised by teacher.

Directions:

- Think of your weekly meetings and **make a sample weekly report** using today's "5-point" Status Report technique.
- Try to use **actual information** to make your report real and practical.
- **Be prepared to give your ORAL status report** in the next class.
- **Advice:** Practice your ORAL report and speaking many times until you feel confident.
- When you English is confident, your listener will also believe you more.
- Good Luck!

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

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.

Giving a 5-Point Report (ROUND 2)

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.*

NEW Example: Emphasizing KEY words and Phrases

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.

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!

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