

Week 3 – 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.

Giving a 5-Point Update 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

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

First, we are **still** working on the **new** project for North America. Actually, **last** Thursday, we **found** some **discrepancies** with the **specifications**. **More specifically**, our engineers found issues with the **hardware** aspect of our new product. As a **result**, we are **working** to **resolve** the situation.

Furthermore, our **sales team** is currently **finishing up** the **new Bluetooth** product plan for **North America**. We **believe** this **new Bluetooth** system will be **more popular** than our **other previous** products up to this point. Also, we believe our **customers** will find our **new** product to be **more user friendly**.

Along the same lines, last week, we **found two new** issues here at Kawasaki. **For starters**, the **design** portion our product needs to be **revised due to** the **number** of **problems** with the hardware. **Second**, the **factory** in **Indonesia** has some **issues** with **employee turnover**. **Therefore**, we plan **visit** Indonesia **to resolve** the situation in the next few weeks.

Additionally, our **vendors** in Vietnam have **promised** to **finish designing** the **new** part by the **end** of October. We **believe** this **new** design will **definitely make** our **product more attractive**.

Finally, our engineering team is **working hard** to **finish** the **final** testing for our new product. So far, the **testing** is going **well** and we have **not** encountered **any** problems **as of yet**. **As a result**, we are **happy** to say that we are **currently on schedule** and should be **able** to **launch** our **product** in **November**.

That’s our **current** situation.

Key Words and phrases: for your speaking:

1. **discrepancy:** means “finding some differences or inconsistency”
 2. **specifically:** means “to be more precise or to be more exact”
 3. **Up to this point:** means “up to now”
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4. **user friendly:** means “easy to use” for user or customer
 5. **employee turnover:** means “ the amount or rate of employees quitting their job”
 6. **resolve: means** “to fix a problem or find a solution to a problem”
 7. **encounter:** means “to meet something or someone unexpectedly”
 8. **as of yet:** means “at the current moment”
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Check Points for your speaking:

9. Is your English clear?
 10. Is your pronunciation correct?
 11. Is your voice dynamic and at a good volume level?
 12. Are you speaking with confidence?
 13. 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!