

Week 3 – Term 1 – JUNE 2016 – Class Contents – **Intermediate** Class

Agenda

- 1. **WARM-UP**: 5-Point Business Introduction
 - 2. **REVIEW**: 10 Business Opinion Phrases
 - 3. **CHECK**: Homework Assignment
 - 4. **LEARN**: 3 “Counter” Remark Phrases
 - 5. **ACTIVITY**: Exchanging Opinions in a discussion simulation
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REVIEW: 5 - Point Self Introduction Technique

- 1. Hello. My name is First (Pause) Last.
 - 2. I work in the(Work place)
 - 3. I am a(Job Title)
 - 4. I am responsible for(1 point job content)
 - 5. It's a pleasure to meet you. (Pause) Thank you.
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REVIEW: Thinking Phrases

Here are 3 GOOD phrases to use if you need some thinking time:

1. **Let me see....**
2. **Well,**
3. **What should I say?.....**

Advice:

Say these phrases “**slowly**” and think. Then, say your answer.

LEARN: Q and A Sessions

- A: What's your take on.....?
- B: From my point of view,
- A: **I see. Thank you.**

Key Point: In business, after you receive an answer from the presenter or speaker, you should say: **"I see. Thank you."**

TASK: (In class activity)

- Now make 3 original questions.
- Time Limit: 5 minutes
- Good luck!

REVIEW: Week 2 Class Handout Paper

Week 2 - Term 1 - June 2016 "Exchanging Opinions Examples"

3 Business Question Techniques:

1. What's your take on....(topic)?
 2. What do you think about.....(topic)?
 3. What's your opinion regarding....(topic)?
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REVIEW: 3 “COUNTER” Phrases

Question: What if you don't understand what the speaker is saying?

- 1. If you want your partner to **REPEAT**, say:
 - “*Excuse me, could you repeat that, please?*”
 - **NG:** What? Huh? Eh? Hai?
- 2. If you want your partner to **speak more SLOWLY** say:
 - “*Excuse me, could you speak a little slower, please?*”
- 3. If you DON'T UNDERSTAND, say:
 - “*Excuse me, what doesmean?*” Ex. Excuse me, what does “**proposal**” mean?

CHECKED: HOMEWORK

- Directions:
 - 1. Write down **10** opinions about **10** topics. (Any topic is okay.)
 - 2. Be prepared to present your data several times next week.
 - 3. So, please practice and make your speaking smooth before you come to class next week.
- Good luck!

HOMEWORK CHECKLIST:

- In your homework data, for each of your opinions, do you have:
 - ✓ Details
 - ✓ Reasons
 - ✓ Examples
 - ✓ Ending sentence

Discussion Activity: Students presented own homework data with a partner. (**ROUND 2**)

Today's SPEAKING PROCESS: Simulation #1

- A: My topic is **FACEBOOK**.
- B: What do you think about **FACEBOOK**?
- A: From my point of view, → That's my opinion. What do you think about **FACEBOOK**?
- B: My take is **FACEBOOK** ... → That's my opinion.
- A: **I see. Thank you.**
- (Then, change roles.)

Today's SPEAKING PROCESS: Simulation #2 (Change roles)

- B: My topic is **Smart Phones**.
- A: What's your take on **Smart Phones**?
- B: In my opinion, → That's my opinion. What's your take on **Smart Phones**?
- A: The way I see it, **Smart Phones** ... → That's my opinion.
- B: **I see. Thank you.**
- (Then, change roles.)

KEY ADVICE:

- 1. Now, let's share and exchange your data with a partner.
- Make sure you:
 1. Speak **CLEARLY**
 2. **STRETCH** Key Words
 3. Speak with a **CLEAR** voice and good **VOLUME**.
- Good luck!
- Now, let's exchange your data with a partner!

HOMEWORK:

Directions: Make **ONE** opinion for each topic:

- 1. **D and M Holdings**
 - 2. **D and M Products**
 - 3. **Shirakawa Works**
 - 4. **Kawasaki Head Office**
 - 5. **The Cafeteria in Shirakawa or Kawasaki**
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- Total: **5** Opinions (including details, reasons, examples, Ending Sentence, and "Throw back sentence.")

NOTE: Please **TYPE** and **PRINTOUT** your homework and bring it to class.

----- END OF LESSON -----