

Term 1: May 2015 – MS Class Contents – Week 4

Agenda

- 1. CHECK-IN: What's on your mind?
 - 2. CHECK: Product Demonstration Scripts for Product B and Product C
 - 3. DISCUSS: What is a "successful" business meeting?
 - 4. HOMEWORK: Planning and Running an Effective Meeting
 - 5. WATCH: Business Meeting Videos
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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. Right now, I'm thinking about....
- 2. At the moment, I feel...
- 3. Right now, I'm concerned about...
- 4. At the moment, I'm worried about
- 5. or any other thoughts in your mind.

Ending: That's what's on my mind.

REVIEW: Product B

- **(SAMPLE SPEAKING TEMPLATE SCRIPT)**
- **Example: Product B**
- Let me tell you about our product, **the xl100** headphones model. **Our xl100 headphones** have **three** key features.
- **First, our xl100 headphones** have a **deep and powerful bass** sound.
- **In addition, our xl100 headphones** are **very lightweight**.
- **Finally, our xl100 headphones** are **reasonably priced** compared to other manufacturers.
- **ENDING phrase:** As a result, I highly recommend **our xl100** headphones.
- ***Now, let's present your data!***

CHECKED 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!

SPEAKING ADVICE:

- **When you speak and present your data:**
- **1. Use a positive and confident voice.**
- **2. Stretch key words (Adjectives such as: very, really, new, good, dynamic, powerful, etc.)**
- **3. Use pauses within your sentences.**
- **Example:**
- **Let me tell you about / our product / the XL100 / headphones model.**

ACTIVITY: Students presented data for Product B and Product C

LEARN: Meeting Management

Discussion Time:

- 1. In your opinion, “what is a **successful** meeting?”
- 2. **When** do you think it is **necessary** to have a meeting? In other words, **what kind of situations** do you think is **necessary** to have a meeting?
- 3. What is **your take** on **your current meetings** in your section, department, or workplace ?
- 4. Are your meetings **successful**?
- 5. Are there **any problems** during your meetings?
- 6. What do you think can be done to **improve your meetings** in your section, department, or workplace?

HOMEWORK:

- 1. Read an article about:
- **“Planning and Running a Successful Meeting.”**
- 2. Come back to class next week and be ready to discuss your opinions about this article.
- 3. Good luck.

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