

Term 3 – WEEK 4 Contents– International Business 2 Class (IB2)

Today's Agenda

- 1. REVIEW: Asking Questions Technique
 - 2. REVIEW: 3 NEW Visual Phrases
 - 3. CHECK: Homework
 - 4. ACTIVITY: Present 3 slides AGAIN (ROUND 2)
 - 5. LEARN: Presenter “Confirmation” Phrase
 - 6. LEARN: 4 Visual Vocabulary (Set 3)
 - 7. Homework Assignment
-

REVIEW and LEARN:

Week 4 – Term 3 – IB2 Class: 3 - Step “Asking Questions Technique” (Including Business Dialogue)

Step 1: May I ask you a question?

Step 2: Regarding..... (THREE Types)

A. Regarding (Specific Topic)

- Regarding your specifications
- Regarding the new plan
- Regarding our company products

B. Regarding (Slide parts)

- Regarding the blue line
- Regarding the yellow section

- Regarding the red box
- Regarding the green color
- Regarding the left side /the right side
- Regarding the dotted line (.....)
- Regarding the dashed line (- - - - -)

C. Regarding (General type)

- Regarding your slide / this slide
- Regarding your information / this information
- Regarding your data / this data

Key Point: You can use the GENERAL type for ANY slide or chart

- → your slide/this slide
- → your information/this information
- → your data/this data

Step 3: Ask your question

- → What/ Where/ When/ Why/ Which/ Who/ How/ Did you....?/ Can you tell me about...?/ What kind of....?/ When do you plan to?/ Have you already....?/ How many...? /How much....? /What do you think about....? / What’s your take on? / Have you....?/ Is....? / Why.....?/ Is there....?

Today’s Key Point: If you are the presenter:

Presenter Confirmation Phrase:

→“Does that answer your question?”

Sample Business Dialogue:

Member: **May I ask you a question?**

Presenter: Sure. / Okay. / Yes.

Member: **Regarding** next year's project, **when** do you plan to open the new factory in Singapore?

Presenter: **From my point of view**, first, we have to contact our Singapore vendors. Then, we have to make a final contract. As a result, **my take is** we will open the new factory in Singapore in October 2016.

Member: **I see. Thank you.**

Presenter: **Does that answer your question?**

Member: **Yes, it does.** Thank you.

Presenter: My pleasure.

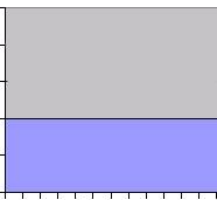
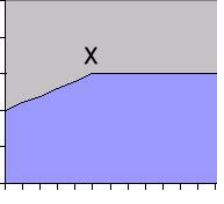
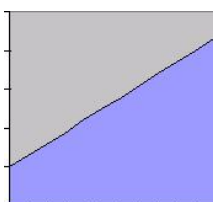
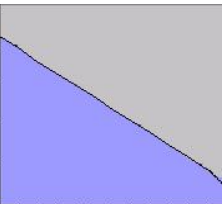
REVIEW: Reporting Results using visual aids (January 2016) –

Part 2

In business, it is very important to use vocabulary that will give your audience or listener an “image” of the words that you are trying to communicate. In today’s lesson, we will study 4 key phrases that you can use to describe your business situations in a dynamic and creative way.

Now, let’s study **FOUR more Key Vocabulary Words** for imaging:

FOUR Key Phrases and Words to describe Business Situations

	<ul style="list-style-type: none">• 5. The popularity of our product “remained steady” in the first half of this year.• Our profits have “remained steady” for the past three years.
	<ul style="list-style-type: none">• 6. We found that our product “peaked at” the Christmas season in 2014.• We found that our product “levelled off at” the Christmas season in 2014.
	<ul style="list-style-type: none">• 7. We were pleased to see that our sales “increased sharply” last year.• We were pleased to see that our sales “rose dramatically” last year.
	<ul style="list-style-type: none">• 8. The software problems in our products “decreased sharply” in 2014.• The software problems in our products “declined dramatically” in 2014.

Plus: Adding your **REASON** and **RESULT**

- A. This was primarily caused by.....(Cause or Reason) + As a result,
- B. This was due to.....(Cause or Reason) + Therefore, ...
- C. The reason why this happened was.....(Cause or Reason).+ Consequently,
- D. This was due to the fact that.....(Cause or Reason) + Hence,
- E. The reason for this was.....(Cause or Reason) + As a consequence,

REVIEW: Visual Description Technique

FOUR Key Steps:

- Step 1: **INTRODUCE** your slide.
- Step 2: Say the **KEY POINT** of the slide.
- Step 3: Say the **REASON**.
- Step 4: Say the **RESULT**.

Now, let's combine today's key points and make a business simulation!

Example #1:

- This chart shows the sales of our products at the beginning of May 2015.
- As you can see from this chart, our sales last year **remained steady**.
- **This was primarily caused by** the many companies launching new products.
- **As a result**, our profits did not increase in Japan.

Example #2:

- This graph illustrates the percentage of sales in China.
- As you can see, the sales in our products "**increased sharply**" at the end of last year.
- **This was due to the fact that** Bluetooth products were very popular worldwide
- **Hence**, we also increased our sales of our 2015 new products.

Example #3:

- This slide shows the sales of our products during FY14.
- As you can see from this slide, sales of our new products "**levelled off at**" the New Year season in 2014.
- **The reason why this happened was** many new products in the headphone market.
- **Therefore**, it was very difficult to increase our sales in Japan.

CHECKED Homework:

1. Next week, you will have a chance to use today's key phrases and "report" results in a meeting situation.
2. Using actual information from your work, bring **3** examples to share with the class next week.
3. Make sure to **PRINTOUT 3** visual aids that clearly show your results. (i.e. Charts, diagrams, graphs, etc.)
4. **Make sure to also select and make a good description for each slide using the key vocabulary and phrases you learned today.**
5. Bring your homework to class next week. Good luck!

LEARN: Describing Words for slides

- 1. This part **represents**....
- 2. This part **shows**....
- 3. This part **illustrates**....

REVIEW: 3 Three New Visual Phrases

- **Key Phrase #1: Getting Audience's Attention**
 - → "I'd like to draw your attention to this slide/graph/diagram/chart."
 - **Means: "Please look at this slide/graph/diagram/chart."**
 - **Key Phrase #2: Explaining Parts**
 - → This part represents.....and this part represents.....
 - **Key Phrase #3: Asking for Questions**
 - → Are there any questions? / Do you have any questions?
-

Example Script:

Step 1:

- **“I’d like to draw your attention to this slide/graph/diagram/chart.”**

Step 2:

- This chart shows the sales of our products at the beginning of May 2015.
- **This part represents “months”.....and this part represents “sales in Japan.”**
- As you can see from this chart, our sales last year **remained steady**.
- **This was primarily caused by** many companies launching new products.
- **As a result**, our profits did not increase in Japan.

Step 3:

- Are there any questions? / Do you have any questions?

REVIEW: Version 2:

- **Step 1:** “I’d like to draw your attention to this slide/graph/diagram/chart.”
- This chart shows the sales of our products at the beginning of May 2015.
- **Step 2:**
- **This part represents months.....and this part represents sales in Japan.**
- As you can see from this chart, our sales last year **remained steady**.
- **This was primarily caused by** the many companies launching new products.
- **As a result**, our profits did not increase in Japan.
- **Step 3:**
- **Are there any questions? / Do you have any questions? /Any other questions?**

ACTIVITY: Class Business Scene Simulation

1. Present your 3 slides to your group members.
2. Group members, use the “Asking Questions Technique” and ask questions to the presenter.
3. Make sure to use good eye contact, speak clearly, and have a dynamic voice tone.

Good luck!

CHECKED HOMEWORK:

- Next week, you will have a chance to present this week’s THREE slides again.
- Make sure to:
 1. Practice **saying your script** many times.
 2. Try to **EMPHASIZE key words** in your script.
 3. Try to **FORECAST your answers** during the Q and A session next week.

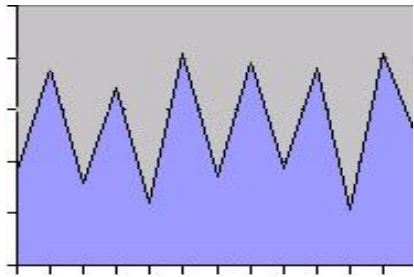
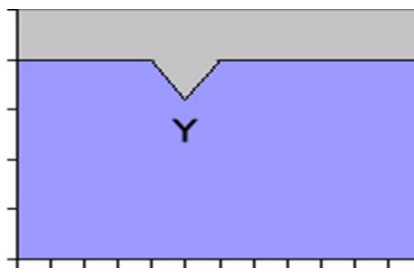
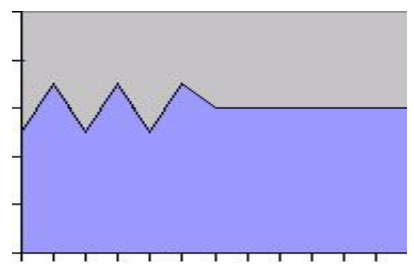
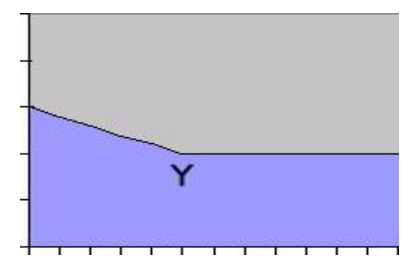
LEARN:

IB2 Class: Reporting Results using visual aids (February 2016) – Part 3

*In business, it is very important to use vocabulary that will give your audience or listener an “image” of the words that you are trying to communicate. In today’s lesson, we will study **4** key phrases that you can use to describe your business situations in a dynamic and creative way.*

Now, let’s study **FOUR** more **Key Vocabulary Words** for imaging:

FOUR Key Phrases and Words to describe Business Situations

	<ul style="list-style-type: none">• 9. The number of new products in the market “fluctuated wildly” in 2015.• Amazingly, the Japanese yen rate “fluctuated wildly” at the beginning of this year.
	<ul style="list-style-type: none">• 10. Last year, the yen dollar exchange rate “dipped at” 115 yen this year.• The production cost for our products “dipped at” the end of last year.
	<ul style="list-style-type: none">• 11. We found that our revenue “stabilized” during the second half of FY14.• We found that our revenue “levelled off” during the second half of FY14.
	<ul style="list-style-type: none">• 12. The price of our product “bottomed-out” at 99 US dollars in February.• The price of our product “levelled-off” at 99 US dollars in February.

Plus: Adding your **REASON** and **RESULT**

- A. This was primarily caused by.....(Cause or Reason) + As a result,
- B. This was due to.....(Cause or Reason) + Therefore, ...
- C. The reason why this happened was.....(Cause or Reason).+ Consequently,
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REVIEW: Visual Description Technique

FOUR Key Steps:

- Step 1: **INTRODUCE** your slide.
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- Step 3: Say the **REASON**.
- Step 4: Say the **RESULT**.

Now, let's combine today's key points and make a business simulation!

Example #1:

- **This chart represents** sales of our products in 2014.
- As you can see from this chart, our sales last year "**fluctuated wildly.**"
- **This was primarily caused by** the fluctuating Japanese yen in the middle part of 2014.
- **As a result**, we were able to sell more products in Europe than North America.

Example #2:

- **This diagram illustrates** the software problems we had last year.
- As you can see, the software problems in our products "**stabilized**" in 2012.
- **This was due to the fact that** our quality control situation improved in Indonesia.
- **Hence**, we also saw an increase in the sales of our products in the Asia region.

Example #3:

- **This graph shows** the sales of our new products during last year.
- As you can see from this slide, our sales of our new product "**bottomed out**" at the end of 2013.
- **The reason why this happened was** consumers in America did not buy as much due to the bad economy.
- **Consequently**, our Bluetooth product sales did not increase.

Homework:

1. Next week, you will have a chance to use today's key phrases and "report" results in a meeting situation.
2. Using actual information from your work, bring 3 examples to share with the class next week.
3. Make sure to **PRINTOUT 3** visual aids that clearly show your results. (i.e. Charts, diagrams, graphs, etc.)
4. Bring your homework to class next week.
5. Good luck!

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