

Term 2 – WEEK 4 Contents– Intensive 2 Class

Today's Agenda

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

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.

LEARN: “F” Pronunciation

“F” Pronunciation Technique

- F Pronunciation Key Technique:
- Brush bottom lip with upper teeth
+ breath out sound



Pronunciation Technique: Brush bottom lip with upper teeth + (breath out sound)

Beginning “f”	Middle “f”	Ending “f”
<ul style="list-style-type: none"> • fine • function • Friday • feature • future • four • for • find • friendly • fast • France • few • from • Furthermore • fair • first • follow 	<ul style="list-style-type: none"> • after • before • amplifier • different • signify • modify • specification • offer • left • often • office • difference • wonderful • successful • careful • cross function • success factor 	<ul style="list-style-type: none"> • staff • cliff • stiff • off • shelf • self • if • Jeff • himself • herself • of (Special Case) <p><u>Special Case:</u> “of”</p> <p>Pronunciation is similar to “v” sound</p>

Practice Sentences:

1. The four fresh fish from Finland were fine on Friday.
2. First, there are five features and four new functions from France.
3. I believe our French client was fair before and after our offer.
4. Jeff is a successful and wonderful staff member who sits next to Frank by the shelf.
5. Let's focus and fix a few features and functions for the future.

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!

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 -----