

Term 3 – WEEK 4 Contents– Intensive 2 Class (IC2)

Today's Agenda

1. LEARN: Two native speaker common business phrases
 2. LEARN: Business Meeting Phrases (Set 2)
 3. Homework Assignment
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LEARN:

TWO Key Business Phrases

- *In business, many people will say “I think” when discussing a situation.*
- *Here are two good phrases to use in your business situations instead of “I think.”*
- **1. As far as I know,**
- **2. To my knowledge,**
- *Now, let's look at some examples!*

1. As far as I know,....

- ***As far as I know, our project will be launched on February 20th.***
- ***As far as I know, our client will come to our office next week.***
- ***As far as I know, our product is very popular in North America.***

2. To my knowledge,

- ***To my knowledge, the budget report will be ready next week.***
- ***To my knowledge, I have to go to Thailand to meet our client at the end of this month.***
- ***To my knowledge, our client was satisfied with our contract offer.***

Speaking Activity:

Students make original sentences in class using two key phrases.

LEARN:

Business Meeting Phrases – Starters(Set 2)

When you think the listener already knows what you are going to say:

- 1. *As you know,*
- 2. *As you all know,*
- 3. *As you may know...*
- 4. *As you may or may not know,*
- 5. *As all of you may have heard by now,*
- 6. *I was just informed by (insert name)..that....*

Examples:

- 1. *As you know, our sales have increased this year.*
- 2. *As you all know, we will launch our new product next month in Europe.*
- 3. *As you may know, we are planning to change our company logo next year.*
- 4. *As you may or may not know, our factory in Thailand needs more line workers.*
- 5. *As all of you may have heard by now, we plan to have a Kick-Off meeting on Friday.*
- 6. *I was just informed by Mr. Smith that our bonuses will increase this year.*

Speaking Activity:

Students make original sentences in class regarding job, project, or business situation.

Homework:

- **Directions:**

- 1. Try to think of your job, work, or project..
- 2. Then, using today's 6 Key phrases, make 3 original sentences.

- *1. As you know,*

- *2. As you all know,*

- *3. As you may know...*

- *4. As you may or may not know,*

- *5. As all of you may have heard by now,*

- *6. I was just informed by (insert name)..that....*

- Total: 18 original sentences.

- 3. Printout your homework.

- 4. Bring your homework to class next week.

- 5 Good luck!

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