

Week 4 – Term 1 – JUNE 2016 – Class Contents – **ADVANCED** Class

Agenda

- 1. **LEARN:** 2 Pre-Question phrases
 - 2. **REVIEW:** 3 Business Concern QUESTIONS
 - 3. **REVIEW:** 3 Business Concern Phrases
 - 4. **REVIEW:** 3 Pre-Comment Phrases
 - 5. **CHECK:** Homework Assignment
 - 6. **ACTIVITY:** “Discussion” Practice
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LEARN: 2 PRE – QUESTION Phrases

2 KEY Phrases to use BEFORE you “ask” a question in business situations:

- 1. “If I may ask,.....”
- 2. “If you don’t mind me asking....”

Meaning:

- “If you don’t mind me asking you a question...”
- These phrases are “polite” and good for business situations.

Examples:

- 1. If I may ask, what’s your take on....?
- 2. If you don’t mind me asking, do you have any concerns regarding.....?
- 3. If I may ask, what kind of.....?
- 4. If you don’t mind me asking, when do you think.....?
- 5. If I may ask, can you give me some details regarding.....?
- **TASK:** Now, make 3 original questions.
- Time limit: 5 minutes

REVIEW: 3 Business Concern QUESTIONS

- 3 KEY QUESTIONS to express “concerns” in business situations:
- 1. Is there anything that you are concerned about at the moment?
- 2. Do you have any concerns regarding..?
- 3. Any concerns at the moment?

REVIEW: 3 PRE-COMMENT Phrases

- 3 KEY Phrases to use BEFORE your say your “main” point in business situations:
- 1. **Actually**, (Pause 1 second)
- 2. **To be honest**, (Pause 1 second)
- 3. **Quite frankly**, (Pause 1 second)

REVIEW: 3 Business Concern Phrases

- Your client says:
- **Client:** *Is there anything that you are concerned about at the moment?*

Your ANSWER: Use 3 Business Concern phrases

REVIEW: Business Concern Phrases

3 KEY PHRASES

1. **I’m a little concerned about....**
2. **I’m really concerned about....**
3. **I have some concerns about.....**

→ Now, let's look at some [CULTURE VOCABULARY](#) Differences!

USA English	UK English
<ul style="list-style-type: none">• 1. a little• 2. really	<ul style="list-style-type: none">• a bit• quite
<ul style="list-style-type: none">• I'm <u>a little</u> tired.• This is <u>really</u> good	<ul style="list-style-type: none">• I'm <u>a bit</u> tired.• This is <u>quite</u> good.

REVIEW: 3 Business Concern Phrase #1

- “I’m a little concerned about....”
- Examples:
- 1. I’m a little concerned about the problem with our Vietnam vendor.
- 2. I’m a little concerned about the bugs in our software.
- 3. I’m a little concerned about the delay of our project schedule.
- **TASK:** Now share your **original data from last week.**

REVIEW: 3 Business Concern Phrase #2

- “I’m really concerned about....”
- Examples:
- 1. I’m really concerned about last year’s result.
- 2. I’m really concerned about our meeting next week with our client.
- 3. I’m really concerned about the low motivation in our section.
- **TASK:** Now share your original data from last week.

LEARN: 3 Business Concern Phrase #3

- “I have some concerns about....”
- Examples:
- 1. I have some concerns about if we will be able to finish on time or not.
- 2. I have some concerns about the launch date of our new product.
- 3. I have some concerns about what you just mentioned regarding our FY15 sales.
- **TASK:** Now share your original data from last week.

TODAY'S TARGET:

- **Main Target:**
- → Don't wait! → Initiate!
- 1. Add **1 or 2 comments** or...
- 2. Add **1 or 2 questions**, or...
- 3. Add **1 question and 1 comment.**
- → **Today's Challenge:**
- Speak more to improve more!

CHECKED HOMEWORK:

- **Directions:** Write **ONE** concern for each topic:
- 1. **Your current job**
- 2. **Your current project**
- 3. **A specific issue or problem in your work**
- Total: **3** Opinions
- (Include details, reasons, examples, Ending Sentence, and "Throw back sentence" for each concern)

SPEAKING PROCESS:

- **Directions:** Add these phrases at the beginning of your speaking:
- 1. **Regarding** my current job
- 2. **With regard to** my current project
- 3. **As for** (specific issue or problem).....

HOMEWORK:

- **No Homework.**
- Have a nice weekend!

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