

Week 5 – IB2 Class – Using “Rule of 3”: Discuss a current situation - September 2015 (ROUND 2)

Today, we are going to use the “Rule of 3” for meetings, discussions, and teleconferences. Take a look at the example below and analyze how to use the “Rule of 3” with when you “discuss your current situation.”

“Discuss a current situation” using the “Rule of 3:”

Use: “3 - Step Speaking Technique”

Step 1: (Start) Let me update you on our current situation.

Step 2:

For starters, ...(Point #1 + one or two details)

Furthermore,(Point #2 + one or two details)

Last but not least,(Point #3 + one or two details)

Step 3: (Ending)That’s our current situation.

- **Example Speaking Script:**
 - **Let me update you on our current situation.**
 - **For starters**, we are currently working on developing a plan for our new product. So far, things are going well. We expect to have a draft of our plan by the end of this week.
 - **Furthermore**, we are trying to fix two issues. First, we still have many bugs in our software. So, this issue needs to be fixed as soon as possible. And second, we have a lot of hardware issues that need to be fixed by our engineers. As a result, we are asking our engineers to work faster.
 - **Last but not least**, our sales for the first quarter of FY15 increased. Consequently, we are now trying to expand our sales in both North America and Europe.
 - **That’s our current situation.**
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Homework:

- **Directions:**
- 1. Next week, we will do a “meeting simulation” with a business client.
- 2. Using the “Rule of 3,” write down your original script to discuss your current situation with your client.
- 3. Try to use actual situations and information to make your information more real.
- 4. Make sure you have **3 key points plus 1 or 2 details** for each key point.
- 5. PRINTOUT your homework and bring it to class next week.

Good luck!