

Term 3 – WEEK 5 Contents– Intensive 1 Class (IC1)

Today's Agenda

- 1. REVIEW: 3 “Business Needs” Phrases
- 2. CHECK: Homework Assignment
- 3. LEARN: Discussing “changes or needs” for a Current Situation
- 4. Homework Assignment

REVIEW: Key Vocabulary Words (Term 3) February 2016

Directions: Write the Japanese meaning for each word for the next lesson.

- 1. alter
- 2. improve
- 3. modify
- 4. analyze
- 5. evaluate
- 6. Assess
- 7. edit
- 8. revise
- 9. specify
- 10. clarify
- 11. distinguish
- 12. enhance
- 13. finalize
- 14. transfer
- 15. Confirm

REVIEW: 3 Key Expressing Needs Phrases

- 1. We need to...
- 2. We have to....
- 3. It's very important that we....

Examples:

- 1. We need to...
- We need to enhance our software.
- We need to edit the new specifications.
- We need to finalize our budget for FY16.
- **CHECKED: Homework**: Make 3 original sentences.

Examples:

- 2. We have to...
- We have to alter our schedule.
- We have to clarify the contract with our new customer.
- We have to analyze our budget for FY16.
- **CHECKED: Homework**: Make 3 original sentences.

Examples:

- 3. It's very important that we...
- It's very important that we confirm the specifications.
- It's very important that we evaluate our Chinese Vendor.
- It's very important that we assess the test results.
- **CHECKED: Homework**: Make 3 original sentences.

LEARN:

Week 5 – IC1 Class – Using “Rule of 3”: Discussing “CHANGES” or “NEEDS” regarding a current situation – February 2016

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:”

- **Start:** Let me update you on the needs or changes regarding our current situation.
 - **To begin with, we need to.....** (Point #1 + one or two details)
 - **In addition, we have to.....** (Point #2 + one or two details)
 - **Finally, it’s really important that we**(Point #3 + one or two details)
 - **Ending:** That’s our current situation.
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EXAMPLE:

- **Let me update you on our current situation.**
- **To begin with, we need to** change and modify our software for our new project. So far, we have made three exciting products. Actually, the project is going well.

- **In addition, we have to** evaluate our budget report for FY16. We believe that we will finish by the end of this month. As a result, we are working hard every day.
- **Finally, it is important that we** revise the Vietnam factory project simply because last week, the factory line was delayed. Therefore, we would like to see if we can solve this issue during our business trip on February 20th.
- **That's our current situation.**

Homework:

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