### Today's Agenda

- 1. REVIEW: "F" Pronunciation Paper
- 2. PRACTICE: "V" Pronunciation Paper
- 3. PRESENT: Best <u>3</u> "Visual" slides including Q and A session
- 4. LEARN: Asking questions in Business (<u>10</u> Key Questions)
- 5. Homework Assignment

## **REVIEW: "F" Pronunciation**



#### **Practice Sentences:**

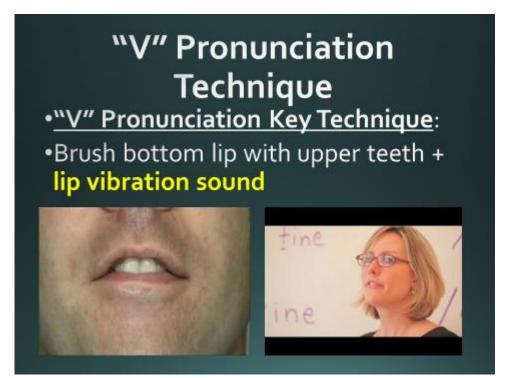
- 1. The four fresh fish from Finland were fine on Friday.
- 2. First, there are five features and four new functions from France.
- 3. I believe our French client was fair before and after our offer.

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.

## **LEARN: "V"** Pronunciation



# **Pronunciation Practice: "V" Sound**

**Pronunciation Technique:** Brush <u>bottom</u> lip with <u>upper</u> teeth + (lip vibration)

Beginning "V"	Middle "V"	Ending "V"
• very	• develop	• save
• victory	• activate	• give
• Vancouver	<ul> <li>improvement</li> </ul>	• arrive
• vision	• involve	• live
• version	<ul> <li>conversation</li> </ul>	• love
<ul> <li>vegetable</li> </ul>	<ul> <li>invitation</li> </ul>	• dove
• vivid	• supervise	• five
• vacation	• event	• groove
• vacancy	• However	• move
• vinyl	<ul> <li>evacuation</li> </ul>	• glove
• vehicle	<ul> <li>motivation</li> </ul>	• leave
• valid	• available	• receive

• verify	• activity	• believe
• volume	• gravity	
<ul> <li>vocabulary</li> </ul>	convenience	Special Case: "have"
• virus		Pronunciation is similar to
		"f" sound
• video		

#### **Practice Sentences:**

- 1. Vincent moved and now lives in Vancouver.
- 2. I have to live or move to Victoria in November.
- **3.** My vision is to use five activities for your vacation.
- 4. I have to leave in five minutes to arrive at Vietnam.
- 5. The convenience store has many vivid vegetables in Virginia.

# **REVIEW: Key Phrase:**

- Basic vocabulary:
- "Please look at this......"
- Ex. Please look at this chart.
- Business style:
- "I would like to draw your attention to this ...."
- Ex. I would like to draw your attention to this chart.

# **CHECKED Homework:**

- 1. In the past 3 lessons, you learned **12** key vocabulary and image phrases.
- 2. For the next lesson, please select your **BEST 3** slides.
- 3. Then, for the next class, be prepared to PRESENT your slides and ANSWER questions regarding your THREE slides.
- 4. Good luck!

## **LEARN:** "Asking Questions" in Business Situations (Part 1)

In business, it is very important to use "ask questions" in an effective manner when you are in a business meeting, teleconference, or face-to-face business discussion. In today's lesson, we will study **10** key questions that you can use to describe your business situations in a dynamic and creative way.

#### 10 Key "Questions" Phrases:

- 1. Can you give us an update on....?
- Ex. Can you give us an update on our new product?
- 2. What kind of progress have you made on....
- Ex. What kind of progress have you made on the situation in China?
- 3. What .....are you currently working on?
- Ex. What issues are you currently working on?
- 4. Were you able to finish....?
- Ex. Were you able to finish making the new design?
- 5. When do you think you will be finished with.....?
- Ex. When do you think you will be finished with the revised specifications?
- 6. What the earliest you can....?
- Ex. What the earliest you can contact the Vietnamese vendor?
- 7. Can you give me a timeframe regarding when....?
- Ex. Can you give me a timeframe regarding the release date of our headphones?
- 8. Did you contact....?
- Ex. Did you contact our Chinese vendor last week?
- 9. Can you elaborate on ....?
- Ex. Can you elaborate on the plans for our new product?
- 10. Can you give me more details regarding.....?

Ex. Can you give me more details regarding our sales forecast for FY16?

# Homework:

- Looking at your own job situation, make one question sentence using each of today's key phrases. Total: <u>10</u> questions
- 2. Remember to use "real situations" that will help you to make your homework more effective and practical.
- 3. **PRINTOUT** your homework and bring it to class next week.
- 4. Be prepared to "report" your data (orally) in a meeting simulation next week.

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