

## Week 5 – Term 1 – JUNE 2016 – Class Contents – **ADVANCED** Class

### Agenda

- 1. **REVIEW**: 2 Pre-Question phrases
  - 2. **REVIEW**: 3 Pre-Comment phrases
  - 3. **LEARN**: 3 PRE Concern Phrases
  - 4. **Homework** Assignment
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### **Warm-up:**

- What's your take on this week's Town Hall meeting?
- Write down your 3-point take.
- Time Limit: 10 minutes

**ACTIVITY:** Students present 3-point take individually.

### **REVIEW:** 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 you 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: Business Concern Phrases

### 3 KEY PHRASES

1. *I'm a little concerned about....*
2. *I'm really concerned about....*

## LEARN: 3 KEY PHRASES: Business Concerns

1. I've been doing a lot of thinking about.....
2. There's something that's been on my mind.
3. There's something that I would like to discuss with you.

Now, let's look at some examples!

## PRACTICE TIME:

KEY PHRASE: "I've been doing a lot of thinking about....."

- 1. I've been doing a lot of thinking about our situation.
- 2. I've been doing a lot of thinking about yesterday's meeting.
- 3. I've been doing a lot of thinking about the new vendor in Vietnam.

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## HOMEWORK:

- Using Make 5 original examples using today's key phrase:
- KEY PHRASE: "I've been doing a lot of thinking about....."
- Make sure to make examples related to your **work**, **job**, or **project**.
- **PRINTOUT** and bring your homework to class next time.
- **Good luck!**

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