

Term 3 – WEEK 6 Contents– International Business 2 Class (IB2)

Today's Agenda

- 1. REVIEW: “When you don’t know the answer technique” for presenters
 - 2. LEARN: “Extending Your English”
 - 3. LEARN: Asking Questions Technique for TWO slides
 - 4. ACTIVITY: Practice Presenting 2 slides consecutively
 - 5. Homework Assignment
-

REVIEW:

For Presenters: When you don't know the answer:

Key Pattern: “I’m not quite sure, but, my guess is.....”

Examples:

1. I’m not quite sure, but, my guess is the price is about 100 US dollars.
2. I’m not quite sure, but, my guess is we will finish by the end of next week.
3. I’m not quite sure, but my guess is our sales will continue to increase in China.

Example “Q and A” Dialogue #3:

- Member: May I ask you a question?
- Presenter: Okay.
- Member: Regarding the price of our product, **how much is the price of our product in North America?**
- Presenter: Good question. **I’m not quite sure, but, my guess is** the price is about 100 US dollars.
- Member: I see. Thank you.
- Presenter: **Does that answer your question?**
- Member: **Yes, it does.** Thank you.
- Presenter: My pleasure. Any other questions?

LEARN:

Week 6 – Term 3 – IB2 Class – “Combining 2 slides” Technique (New-1)

Summary

- 1. Up to this point, you have learned 12 new vocabulary phrases for slides, graphs, charts, and diagrams for business.
 - Total: 12 key phrases
 - 2. However, from today, we are going to work on “extending” your English.
 - 3. So far, you have made 3 original slides from Set 1, 3 original slides from Set 2, and 3 original slides from Set 3.
 - Total: 9 original slides.
-

Example Script:

- Good morning. **I’d like to draw your attention to this slide.**
- This graph **illustrates the percentage of sales in China.**
- **This part represents months.....and.....this part represents sales.**
- As you can see, the sales in our products “**increased sharply**” at the end of last year.
- **This was due to the fact that** Bluetooth products were very popular worldwide.
- **Hence**, the sales of our Bluetooth headphones also increased.

Next

- **Let me draw your attention to this diagram.**
 - **This diagram illustrates** the software problems we had last year.
 - **This part represents number of bugs.....and.....this part represents location.**
 - As you can see, the software problems in our products “**stabilized**” in 2012.
 - **This was due to the fact that** our quality control situation improved in Vietnam.
 - **As a result**, we were able to make more products in 2012.
 - **Are there any questions?**
-

Assignment:

- 1. First, from your 9 original slides, please select TWO slides and TWO scripts.
- 2. Then, combine your TWO scripts together.
- 3. Use the word “Next” to combine your two scripts.
- 4. Time limit: 5 minutes
- 5. Good luck!

3 - Step “Asking Questions Technique” for TWO slides

- **Step 1: May I ask you a question?**
- **Step 2: Regarding your 1st/2nd** (slide/graph/diagram/chart)

+ I have a question regarding(topic)

- **Step 3: Asking Questions**
 - → What/ Where/ When/ Why/ Which/ Who/ How/ Did you....?/ Can you tell me about...?/ What kind of....?/ When do you plan to?/ Have you already....?/ How many...? /How much....? /What do you think about....? / What’s your take on? / Have you....?/ Is....? / Why.....?/ Is there....?
-

Sample Dialogue:

- Presenter: Are there any questions?
- Member: Yes. May I ask you a question?
- Presenter: Sure.
- Member: **Regarding your 2nd chart, I have a question regarding last year's sales. **How much** did our company sell in 2015 in North America?**
- Presenter: First of all, last year was a good year for us. Actually, our company increased our sales 10 percent in North America. As a result, we sold over 45 million US dollars in 2015.
- Member: I see. Thank you.
- Presenter: **Does that answer your question?**
- Member: **Yes, it does.** Thank you.
- Presenter: My pleasure. Any other questions?

Homework:

- 1. Select TWO more slides and TWO scripts.
- 2. Then, **combine** your TWO scripts together.
- 3. You can use the word "Next" to combine your two scripts.
- 4. Bring your two slides and two scripts to class next week.
- 5. Good luck!

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