

Term 3 – WEEK 6 Contents– Intensive 1 Class (IC1)

Today's Agenda

- 1. CHECK: Homework Assignment
- 2. LEARN: Asking REASONS in Business Situations
- 3. Homework Assignment

REVIEW:

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.

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.**

CHECKED 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!

LEARN:

Week 6 – IC1 Class – Asking for REASONS in Business Situations

February 2016

Today, we are going to study how to ASK for REASONS” in meetings, discussions, and teleconferences. Take a look at the example below and analyze how to ASK REASON QUESTIONS in business situations.

“Asking questions to your client”

1. If possible, can you explain the reason why....
2. If you don't mind, can you tell us the reason why....
3. If it's okay with you, can you give us the reason why....

EXAMPLES:

1. If possible, can you explain the reason why the launch date is delayed?
2. If possible, can you explain the reason why there are so many bugs?
3. If possible, can you explain the reason why you need more time?

EXAMPLES:

1. If you don't mind, can you tell us the reason why the shipment will be late?
2. If you don't mind, can you tell us the reason why the specifications need to be changed?
3. If you don't mind, can you tell us the reason why our sales did not increase?

EXAMPLES:

1. If it's okay with you, can you give us the reason why we need to change the design?
2. If it's okay with you, can you give us the reason why our client doesn't like our offer?
3. If it's okay with you, can you give us the reason why we have to change our policy?

Homework:

Directions:

1. Next week, we will do a "meeting simulation" with a business client.
2. Think about some business situations regarding your work, project, or business situation.
3. Then, make **3** original sentences for each of the **THREE** new patterns that you learned today.
Total: **9** original sentences
4. PRINTOUT your homework and bring it to class next week.
5. Good luck!

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