

# Term 3 – WEEK 6 Contents– Intensive 2 Class (IC2)

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## Today's Agenda

1. REVIEW: Business Meeting Phrases (Set 3) – Hypothetical Situations
  2. CHECK: Homework
  3. LEARN: Business Option Questions and Phrases
  4. Homework Assignment
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## REVIEW:

### Hypothetical Business Situations February 2016 (Set 3)

#### HYPOTHETICAL STATEMENTS

A “hypothetical statement” offers or suggests a possible outcome or solution for the future in business situations. Today, you will study SEVEN key phrases to offer a hypothetical solution. The seven key phrases in today’s lesson will be useful for your business meetings, discussions, or teleconferences.

In fact, many hypothetical statements are often “**if ... then**” statements. In other words, “if we do ..... then, .... might happen.” For example, “**If we** work faster, **then** we can launch our product on time.”

Now, let’s take a look at today’s SEVEN Key Hypothetical phrases for business:

#### 1. *If we.....then, ..... / Assuming...then, .....*

##### Examples:

*If we increase sales this year, **then** it would be possible to advertise more in Japan.*

***Assuming** we increase sales this year, **then** it would be possible to expand more in Japan.*

#### 2. *Assuming that we go with that...then, .... / Assuming we do that....then, ...*

##### Examples:

***Assuming that we go with that, then** we would need to decrease cost to meet our budget.*

***Assuming we do that, then** we would need to decrease cost to meet our budget.*

3. *On the other hand, what if we...then, ...../ What if we....then, ....*

**Examples:**

*On the other hand, what if we change our plan, **then** we would be able to start fresh again.*

*Note: “Start fresh” means: “Start again” or “new beginning”*

*What if we change our plan, **then** we would be able to start fresh again.*

4. *It might work if we.../ We might be able to.....if we.....*

**Examples:**

*It might work if we lower the price.*

*We might be able to increase our profit **if we** lower the price.*

5. *Supposing we.../ Suppose we.....*

**Examples:**

*Supposing we do that, do you think we will increase sales this year?*

*Suppose we do that, do you think we will increase sales this year?*

6. *It could be possible if we...*

**Example:**

*It could be possible if we expand our line-up.*

*It could be possible if we change our specifications.*

7. *How about we try...?/ What if we try.....?*

**Examples:**

*How about we try collaborating with another company?*

*What if we try collaborating with another company?*

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## CHECKED: Homework:

Let's take a look at the sample business cases below:

Directions: Think carefully and write down your sample hypothetical suggestion.

Good luck!

1. Your company would like to increase the brand name and brand image in Japan.
  2. Sales are low in Japan this month.
  3. Employee motivation is very low in your section.
  4. You need to hire young engineers to join your company.
  5. Your original topic
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## LEARN:

### Week 6 – Term 3 – IC2 Class – “Business Option” Situations

*Having “options” in business is a very important point to succeed. As a result, in business, you need different ways to “express possible options” to your client, customer, or colleague. Today, you will learn 3 common questions and 3 common phrases for “business option” situations.*

### 3 Common “Business Option” Questions:

- 1. What are our options?
- 2. What do you think we can do to solve this situation?
- 3. What do you think are our options at this point?

### 3 Common “Business Option” Phrases:

- 1. The way I see it, we have three options.
- 2. From my perspective, we basically have two options.
- 3. If you ask me, my take is we can do one of three things.

### Technique #1

- The way I see it, we have three options.
- One, we can...
- Two, we can
- Or three, we can...

### **Example Dialogue #1: “Parts issue at factory”**

A: What are our options?

**B: The way I see it, we have three options.**

- **One, we can** delay our launch date.
- **Two, we can** ask our vendor to submit the parts one week earlier.
- **Or three, we can** make a new plan.
- **Ending: That’s what I believe are our three options at this point.**

### Technique #2

- From my perspective, we basically have two options.
- A, we can either.....or B, we can.....

## Example Dialogue #2: “Front Panel design issue”

A: What do you think we can do to solve this situation?

B: **From my perspective, we basically have two options.**

- **A, We can either** change the front panel design, **or B, we can** start again from the beginning and make a new design.
- **Ending: That’s what I think are our only two options.**

## Technique #3

- If you ask me, my take is we can do one of three things.
- One, we can .....
- Two, we can.....
- Or three, we can.....

## Example Dialogue #3: “Production delay issue”

A: What do you think are our options at this point?

B: **If you ask me, my take is we can do one of three things.**

- **One, we can** improve our specifications.
  - **Two, we can** test our product again.
  - **Or three, we can** make a new production schedule.
  - **Ending: That’s what I believe are our only options at the moment.**
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## Homework:

### Directions:

1. Think of **THREE** non-fiction business situations in your current work, project, or job.
2. Write down your options to each of your **THREE** business situations.
3. Printout your homework and bring it to class next week. Good luck!