

Term 2 – WEEK 6 Contents – MS Class

Today's Agenda

- 1. REVIEW: “V” Pronunciation Paper
 - 2. LEARN: “S and Sh” Pronunciation Paper
 - 3. REVIEW: Asking questions in Business (10 Key Questions) (Part 1)
 - 4. CHECK: Homework
 - 5. LEARN: 15 more Key Business Questions (Part 2)
 - 6. Homework Assignment
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REVIEW: “V” Pronunciation

“V” Pronunciation Technique

- “V” Pronunciation Key Technique:
- Brush bottom lip with upper teeth +
lip vibration sound



Pronunciation Practice: “V” Sound

Pronunciation Technique: Brush bottom lip with upper teeth + (lip vibration)

REVIEW: 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.

LEARN: Pronunciation Practice: “S” and “Sh” Sound

Pre – Check

How do you say these words?

List 1

- simple
- situation
- system
- sink
- sync
- synchronize
- sea

List 2

- simulation
- C
- seal
- Silver seat
- Sim card
- single
- sister

"S" and "Sh" Pronunciation Technique



Pronunciation Technique for "S": Use your tongue to make a thin sound.

Similar to: "Sendai" or "Saga" or "Saitama" or "Sapporo"

Pronunciation Technique for "Sh": Blow air out through your teeth to make a strong air sound + lips a little forward.

Similar to: "Shizuoka" or "Shiga" or "Shinagawa" or "Shibuya" or "Shinjuku"

| "S" Pronunciation | "Sh" Pronunciation | Key Points |
|---|--|---|
| <ul style="list-style-type: none"> • seat • sign • sell • see | <ul style="list-style-type: none"> • sheet • shine • shell • she | <ol style="list-style-type: none"> 1. When you see an "S" in the word, use your <u>tongue</u>. (93% true) 2. When you see a "Sh" in the word, <u>blow air out through your teeth</u>. (100% true) |

| | | |
|--|---|---|
| <ul style="list-style-type: none"> • sock • said • sack • sip • sue • suit • save • lease • class • sit • City | <ul style="list-style-type: none"> • shock • shed • shack • ship • shoe • shoot • shave • leash • clash • shit(Bad Word) • Shitty(Bad Word) | <p><u>Special Case:</u></p> <ol style="list-style-type: none"> 1. sure 2. sugar 3. mission 4. tissue 5. issue 6. tension 7. mansion <p>➔ There is no “h” in the spelling, but the word is pronounced with “sh” sound.</p> |
|--|---|---|

Practice Sentences:

1. **She** said **she** saw a **shadow** on **Saturday** when **she** was in **Shibuya**.
2. **Shelly** sits next to **Steve** and **Sharon** on the **sixth** floor in **Shinjuku**.
3. **Sam** will go to **Shizuoka** city to buy **sixty** **shells** on **Sunday**.
4. Did you receive the **six** **sheets** by the receiver at **Shinagawa City**?
5. **She** sells **sea** **shells** by the **sea** **shore** in **Shizuoka City** and **Shiga**.

REVIEW: “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. Whatare 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?

Checked Homework:

1. Looking at your own job situation, make one question sentence using each of today's key phrases. Total: **10** 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.

LEARN: "Asking Questions" in Business Situations (Part 2)

WEEK 6 - MS Class - "Asking Questions" in Business Situations (Part 2)

October 2015

*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 **15** key business questions that you can use to ask about your business situations in a dynamic, creative, and business manner .*

Key "Questions" Phrases:

11. I don't quite understand what you are saying regarding..... Can you rephrase what you just said for me, please?

Ex. I don't quite understand what you are saying regarding the delayed product launch. Can you rephrase what you just said for me, please?

12. Do you have any questions for us regarding....?

Ex. Do you have any questions for us regarding our product development?

13. Did you encounter any problems or issues with?

Ex. Did you encounter any problems or issues with the new policy?

14. What solutions do you recommend with regard to.....?

Ex. What solutions do you recommend with regard to our sales in Japan?

15. Do you think we need to.....regarding.....?

Ex. Do you think we need to increase our marketing in Japan regarding our new product?

16. Can you give us any advice regarding.....?

Ex. Can you give us any advice regarding our meeting next week with our vendor?

17. If possible, we would like to hear your views on.....

Ex. If possible, we would like to hear your views on the current situation.

18. What do you recommend we do with regard to....?

Ex. What do you recommend we do with regard to improving our quality control?

19. Do you think we need to.....?

Ex. Do you think we need to change the design?

20. Can you fill us in on the situation with.....?

Ex. Can you fill us in on the situation with next month's product release date?

21. Will you be able to finish.....by.....?

Ex. Will you be able to finish make the new plan by the beginning of next week?

22. How far along are you regarding....?

Ex. How far along are you with the new project?

23. Are you almost done with...?

Ex. Are you almost done with the updated specifications?

24. How isgoing?

Ex. How is the China project going?

25. When do you think you will have an answer regarding.....?

Ex. When do you think you will have an answer regarding the launch date in FY15?

Homework:

5. Looking at your own situation, make one sentence of each of today's key phrases.
Total: **15** questions
6. Remember to use "real situations" that will help you to make your homework more effective and practical.
7. **PRINTOUT** your homework and bring it to class next week.
8. Be prepared to "report" your data (orally) in a meeting simulation next week.
9. Good luck!

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