

Week 6 – Term 2 – Oct 2016 – Class Contents – **UPPER Intermediate** Class

Agenda

- 1. **REVIEW**: “ə(r)” Pronunciation Sentences
 - 2. **REVIEW**: Collaboration and Intonation Techniques
 - 3. **CHECK**: Homework
 - 4. **LEARN**: 3 Pre - Opinion Phrases
 - 5. Homework Assignment
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FINAL ROUND: Individual Student Check!

1. Our **vendor** said **the service center** will **repair the AV receiver** on **October 23rd**.
 2. **First**, our **purpose** is to **work** and **confirm the firmware** by **the 3rd** of **December**.
 3. The new **vendor** is **considering** and **concerned** about releasing **the third version** in **the future**.
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REVIEW: Collaborate with Pre Question Phrase + Business Concern Question

Technique: **Pre Question Phrase + Business Concern Question**

- Examples:
 1. **If I may ask**, is there anything that you are concerned about at the moment?
 2. **If you don't mind me asking**, do you have any concerns regarding..?
 3. **If I may ask**, any concerns at the moment?

REVIEW: Intonation Techniques to make your speaking dynamic

Technique #1: Stretch **BLUE** words

If I may ask, do you have any concerns regarding....?

- 1. If I may ask, do you have any concerns regarding regarding the new specifications?
- 2. If I may ask, do you have any concerns regarding our proposal?
- 3. If I may ask, do you have any concerns regarding tomorrow's meeting?

Homework #1: Make 3 original sentences.

Technique #2: Stretch **BLUE** words

If you don't mind me asking, do you have any concerns regarding....?

1. If you don't mind me asking, do you have any concerns regarding my idea?
2. If you don't mind me asking, do you have any concerns regarding our new vendor?
3. If you don't mind me asking, do you have any concerns regarding the new software?

CHECKED: Homework #2: Make 3 original sentences.

LEARN:

- **3 KEY Phrases to use BEFORE you say your “opinion” in business situations:**
 - 1. **Well, now that you asked** + Opinion phrase
 - (Means: “because you asked”)
 - 2. **Well, if I have to be totally honest with you,** + Opinion phrase
 - (Means: “To be honest”)
 - 3. **Well, frankly speaking,** + Opinion phrase
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Example 1 (Opinion + Example):

- Client: **What do you think we should do about this situation?**
- You: **Well, now that you asked...**(Pause 1 second) **From my point of view,** we need to improve our product. **Case in point,** we should improve the specifications. **That’s my perspective.**

Example 2 (Opinion + Reason):

- Client: **What is your take on the new plan?**
- You: **Well, if I have to be totally honest with you,** (Pause 1 second).... **My take is....** this plan is very good **primarily because** our engineers will have enough time to finish the project. **That’s my take.**

Example 3 (Opinion + Reason):

- Client: **What is your opinion regarding the project?**
 - You: **Well, frankly speaking,** (Pause 1 second) **The way I see it,** we can’t finish on time. **The reason why** is there are many bugs in the software. **That’s my opinion.**
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Homework: Make your **3** original examples for next week.