

Week 7 - “Reporting” in Business Situations – October 2015

*In business, it is very important to “report or communicate” in an effective manner when you are in a business meeting. In today’s lesson, we will study **16** key phrases that you can use to “report or communicate” for business situations in a dynamic and creative way.*

Key “Reporting” Phrases:

1. We found...

Ex. We found a few bugs in the software.

2. We discovered...

Ex. We discovered that our customers wanted more features that are “easy-to-use.”

3. We had a slight problem with...

Ex. We had a slight problem with the quality control of our product in Thailand.

4. We were able to finish...

Ex. We were able to finish the front panel design last week.

5. We are still in the process of completing...

Ex. We are still in the process of completing the figures for the first quarter of FY15.

6. We should be finished by...

Ex. We should be finished by the end of this month.

7. We need to....before we....

Ex. We need to finalize the specifications before we do anything else.

8. It is really important that we find a way to ...

Ex. It is really important that we find a way to improve the motivation in our company.

9. We are having trouble with...

Ex. We are having trouble with marketing our product.

10. We are happy to report that...

Ex. We are happy to report that we have finished the budget for next year.

11. We succeeded to...

Ex. We succeeded to get an experienced vendor in China.

12.The good news is...

Ex. The good news is we will release our product on schedule.

13.The bad news is...

Ex. The bad news is our production cost is getting more expensive.

14.The only thing we can do at this point is...

Ex. The only thing we can do at this point is make a policy that will be fair for everyone.

15.We are really trying to...

Ex. We are really trying to find a way to increase our market presence in Japan.

16.We will try to speed up

Ex. We will try to speed up the production this year.

Homework:

1. Looking at your own situation, make one sentence of each of today's key phrases.
Total: **16** sentences
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.
5. Good luck!