

# Term 3 – WEEK 7 Contents– International Business 2 Class (IB2)

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## Today's Agenda

- 1. REVIEW: Asking Questions Technique for TWO slides
  - 2. REVIEW: “Extending Your English”
  - 3. ACTIVITY: Presenting TWO slides consecutively
  - 4. LEARN: 3 - point Agenda Template
  - 5. LEARN: 10 - point Agenda Script
  - 6. Homework Assignment
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## REVIEW:

### 3 - Step “Asking Questions Technique” for TWO slides

- Step 1: May I ask you a question?
- Step 2: Regarding your 1<sup>st</sup>/2<sup>nd</sup> (slide/graph/diagram/chart)

✚ I have a question regarding ....(topic)

- Step 3: Asking Questions
  - → What/ Where/ When/ Why/ Which/ Who/ How/ Did you....?/ Can you tell me about...?/ What kind of....?/ When do you plan to ....?/ Have you already....?/ How many...? /How much....? /What do you think about....? / What's your take on ....? / Have you....?/ Is....? / Why.....?/ Is there....?
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## Sample Dialogue:

- Presenter: Are there any questions?
- Member: Yes. May I ask you a question?
- Presenter: Sure.
- Member: **Regarding your 2<sup>nd</sup> chart, I have a question regarding last year's sales. **How much** did our company sell in 2015 in North America?**
- Presenter: First of all, last year was a good year for us. Actually, our company increased our sales 10 percent in North America. As a result, we sold over 45 million US dollars in 2015.
- Member: I see. Thank you.
- Presenter: **Does that answer your question?**
- Member: **Yes, it does.** Thank you.
- Presenter: My pleasure. Any other questions?

## CHECKED Homework:

- 1. Select TWO more slides and TWO scripts.
- 2. Then, **combine** your TWO scripts together.
- 3. You can use the word "Next" to combine your two scripts.
- 4. Bring your two slides and two scripts to class next week.
- 5. Good luck!

## LEARN:

### WEEK 7 – Term 3 - IB2 Class – Adding your “AGENDA” to your slides

- *Today, we are going to add your 3- point AGENDA to your TWO slides.*
- *Then, you will present your data using your AGENDA **plus** your TWO slides consecutively.*
- *So, how do you make your 3 - point agenda?*

#### Agenda Template

##### Agenda

1. Slide Title #1

2. Slide Title #2

3. Q and A

#### Agenda Script: (10 - point technique)

1. Good morning. /Good Afternoon.
2. **Let me introduce myself.** My name is (First/Last name)
3. **Thank you for coming today.**
4. Here is **today's agenda.**
5. **First**, I will present, (**Slide Title #1**)
6. **Then**, I will present, (**Slide Title #2**)
7. **Finally**, we will have time for Q and A.
8. **This is our agenda** for today.  
(Pause THREE seconds)
9. Okay. **Let's start** with our **first agenda item**, (**Slide Title #1**)
10. **I'd like to draw your attention to this** slide/chart/graph/diagram....

## Preparation Time:

Now take a few minutes to prepare your data:

1. PREPARE and make your agenda.
2. PRACTICE saying your agenda script including your TWO slide titles at least **3 to 5 times**.
3. Then, present your agenda and two scripts with a partner.
4. Good luck!

## Homework

- Type and PRINTOUT two documents :
- 1. 3 – point agenda
- 2. 10 – point script
- 3. Also, bring your TWO slides, agenda, and script to the next class.
- Good luck!

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