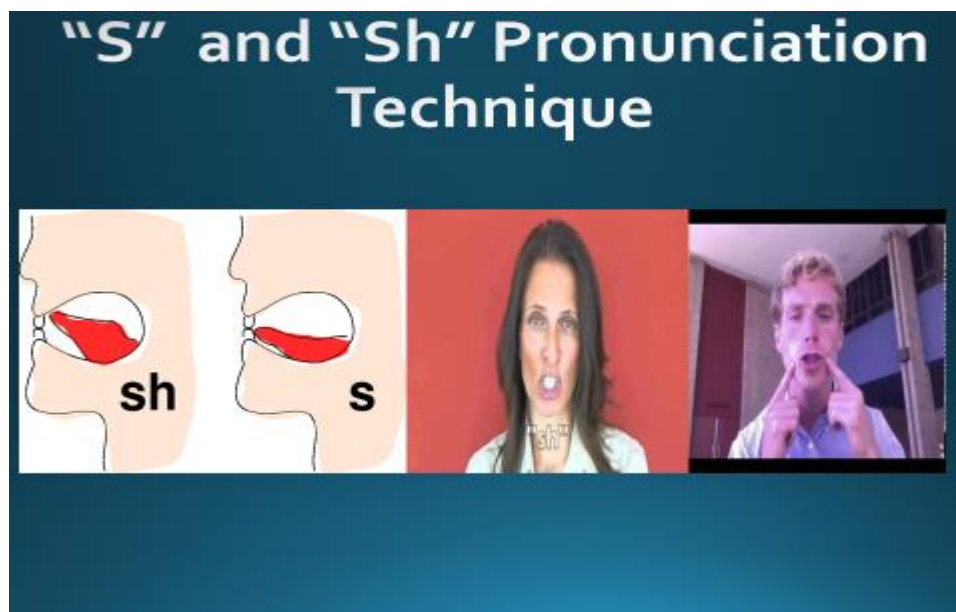


Term 2 – WEEK 7 Contents– Intensive Class 1 (IC1)

Today's Agenda

- 1. REVIEW: “S and Sh” Pronunciation
 - 2. REVIEW: “Expressing Priority”
 - 3. CHECK: Homework Assignment
 - 4. LEARN: “Giving a Business Update”
 - 5. Homework Assignment
-

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



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”

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**.

"S" Chanting Practice

List 1

Saga

Saitama

Sendai

Sea!

List 2

Saga

Saitama

Sendai

Simple!

List 3

Saga

Saitama

Sendai

System!

Speaking Technique:

Use "long s sound" for all FOUR words in each list!

REVIEW: “Expressing Priority”

- *In business, it is very important for you to be able to express your opinion about priority situations in business.*
- *However, it is also important to be able to discuss “priority situations” that relate to your job, project, or work situation.*
- *Today, you will learn 3 key phrases that NATIVE ENGLISH speakers like to use in business situations.*

REVIEW: Today’s Key Point: Expressing your opinion for “priority” situations

3 Key Question Phrases:

- **1. What do you think we should do?**
- **2. Do you have any solutions?**
- **3. What do you think is our top priority?**

3 Key Priority Phrases:

- **1. It’s really important that we...**
- **2. We really need to...**
- **3. From my point of view, our top priority is....**

Practice Time: Key Phrases and examples:

Examples:

Meeting Question #1: What do you think we should do?

- 1. *It's really important that we find the software bugs.*
- 2. *It's really important that we finish on time.*
- 3. *It's really important that we increase our customers.*

Examples:

Meeting Question #2: Do you have any solutions?

- 1. *We really need to change our brand image.*
- 2. *We really need to make exciting products.*
- 3. *We really need to improve our employee motivation.*

Examples:

Meeting Question #3: What do you think is our top priority?

- 1. *From my point of view, our top priority is making good products.*
- 2. *From my point of view, our top priority is to decrease our production cost.*
- 3. *From my point of view, our top priority is to change our company culture.*

CHECKED Homework:

- Directions:
 - 1. Today, you learned 3 key phrases to discuss “Priority” situations.
 - 2. Make 3 original sentences using the 3 new key phrases about your job, work situation, or project.
 - 3. Total: 9 original sentences
 - 4. Printout your homework and bring it to class next week.
 - 5. Good luck!
-

LEARN: Week 7 – Intensive Class 1 (IC1) – “Giving a Business Update” - October 2015

- *In business, it is very important for you to be able to give a “business update” in business situations.*
- *In addition, it is also important to be able to discuss “give a business update” in a clear, professional, and organized way.*
- *Today, you will learn key phrases that NATIVE ENGLISH speakers like to use in business situations.*

Today's Key Point: Giving a "Business Update"

3 Key Question Phrases:

- 1. Can you give us an update on?
- 2. What is the current situation regarding....?
- 3. Can you give us a current update on ...?

Speaking Technique:

Step 1: Starting Phrase

Let me give you an update on the current situation.

Step 2: Explain your update

- For starters....
- In addition, ...
- Finally,

Step 3: Ending Phrase

That's the update on the current situation.

Example #1: Can you give us an update on your project?

Let me give you an update on our project.

For starters, our engineering team is finished with the final specifications. **In addition**, we will contact our vendor to discuss our new product next week. **Finally**, we plan to launch our new product on November 1st.

That's the update on the current situation.

Example #2: What is your current situation regarding the new product?

Let me give you an update on the new product.

To begin with, we were able to find all of the bugs in our software last week. **Furthermore**, we finished our budget report on October 23rd. **Lastly**, we will visit our China factory next week to check the quality control issue.

That's the update on the current situation.

Example #3: Can you give us a current update on your situation?

Let me give you an update on the current situation.

First of all, our sales figures have increased compared to last year. **Additionally**, we will attend an international meeting next week to demonstrate our new amplifier. **Finally**, we were able to make a new contract with our Vietnamese vendor on October 15th.

That's the update on the current situation.

Homework:

- **Directions:**
- 1. Today, you learned key phrases to give an UPDATE in business situations.
- 2. Make 5 original updates about your job, work situation, or project.
- 3. Total: 5 Original Updates
- 4. Printout your homework and bring it to class next week.
- 5. Good luck!

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