

# Term 3 – WEEK 7 Contents– Intensive 1 Class (IC1)

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## Today's Agenda

- 1. REVIEW: Asking REASONS in Business Situations
- 2. CHECK: Homework Assignment
- 3. LEARN: How to give your ANSWERS or REASONS in Business Situations
- 4. Homework Assignment

## REVIEW:

### Week 6 – IC1 Class – Asking for REASONS in Business Situations

#### February 2016

*Today, we are going to study how to ASK for REASONS” in meetings, discussions, and teleconferences. Take a look at the example below and analyze how to ASK REASON QUESTIONS in business situations.*

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#### “Asking questions to your client”

1. If possible, can you explain the reason why....
2. If you don't mind, can you tell us the reason why....
3. If it's okay with you, can you give us the reason why....

#### EXAMPLES:

1. If possible, can you explain the reason why the launch date is delayed?
2. If possible, can you explain the reason why there are so many bugs?
3. If possible, can you explain the reason why you need more time?

#### EXAMPLES:

1. If you don't mind, can you tell us the reason why the shipment will be late?
2. If you don't mind, can you tell us the reason why the specifications need to be changed?
3. If you don't mind, can you tell us the reason why our sales did not increase?

## EXAMPLES:

1. If it's okay with you, can you give us the reason why we need to change the design?
2. If it's okay with you, can you give us the reason why our client doesn't like our offer?
3. If it's okay with you, can you give us the reason why we have to change our policy?

## CHECKED Homework:

### Directions:

1. Next week, we will do a "meeting simulation" with a business client.
2. Think about some business situations regarding your work, project, or business situation.
3. Then, make **3** original sentences for each of the **THREE** new patterns that you learned today.  
Total: **9** original sentences
4. PRINTOUT your homework and bring it to class next week.
5. Good luck!

## LEARN:

### Week 7 – IC1 Class – Giving your "REASONS in Business Situations - February 2016

*Today, we are going to study "How to give your REASONS" for meetings, discussions, and teleconferences. Take a look at the information below.*

### "How to give your REASON" in business situations

- **5 - Step Technique:**
- **Step 1: There are basically three reasons why....(topic)**
- **Step 2: First of all, ....**
- **Step 3: In addition, ....**
- **Step 4: Finally, ...**
- **Step 5: That's my opinion.**

### Example Problem #1: Launch date is delayed

- **Question: If possible, can you explain the reason why the launch date is delayed?**
- **Answer: There are basically three reasons why the launch date is delayed.**
- **First of all, ...**
- **In addition, ...**
- **Finally, ...**
- **That's my opinion.**

### **Example Problem #2: You need more time**

- **Question:** If possible, can you explain the reason why you need more time?
- **Answer:** There are basically three reasons why we need more time.
- To begin with, ...
- Additionally, ...
- Finally, ...
- That's my opinion.

### **Example Problem #3: Motivation is low in your section**

- **Question:** If possible, can you explain the reason why motivation is low in your section?
- **Answer:** There are basically three reasons why motivation is low in our section.
- For starters, ...
- Furthermore, ...
- Lastly, ...
- That's my opinion.

### **Example Answer SCRIPT #1: "Launch date is delayed."**

- There are basically three reasons why the launch date is delayed.
- First of all, we didn't finish the testing on time.
- In addition, the parts shipment was late.
- Finally, we need more time to confirm the specifications.
- That's my opinion.

### **Example Answer SCRIPT #2: "You need more time."**

- There are basically three reasons why we need more time.
- For starters, we don't have enough engineers.
- Furthermore, the schedule is too tight.
- Lastly, we need to do more testing.
- That's my opinion.

### **Example Answer SCRIPT #3: "Motivation is low in your section."**

- There are basically three reasons why motivation is low in our section.
- For starters, our engineers work until 10 pm every night.
- Furthermore, our engineers are very tired every day.
- Lastly, we have many tasks and few people.
- That's my opinion.

## Homework:

- **Directions:**
- 1. Next week, we will do a “meeting simulation” with a business client.
- 2. Think of **3** situations or issues in your job, work, or project.
- 3. Then, make 3 reasons for each situation or issue.
- Total: **3** current situations or issues
- 4. PRINTOUT your homework data and bring it to class next week.
- 5. Good luck!

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