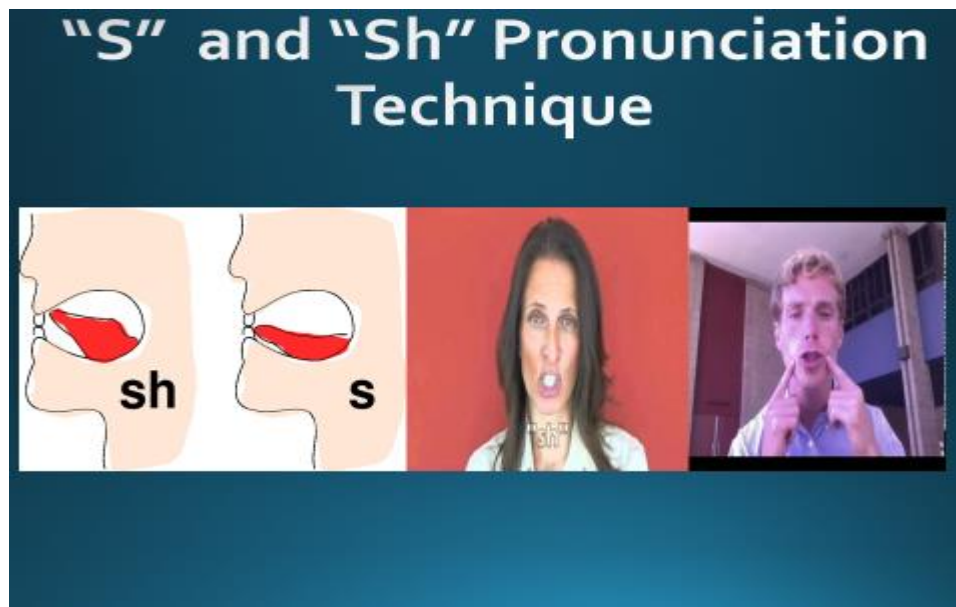# Term 2 – WEEK 7 Contents– Intensive Class 2 (IC2)

Today's Agenda

- 1. REVIEW: "S and Sh" Pronunciation Paper
- 2. REVIEW: 3 "Solution Speaking" Techniques
- 3. CHECK: HOMEWORK Assignment
- 4. LEARN: Expressing Business Concerns
- 5. HOMEWORK Assignment

REVIEW: Pronunciation Practice: "S" and "Sh" Sound

Pronunciation Technique for "S": Use your **tongue** to make a **thin** sound.

Similar to: "**S**endai" or "**S**aga" or "**S**aitama" or "**S**apporo"

Pronunciation Technique for "Sh": Blow air out through your **teeth** to make a

strong air sound **+** lips a little forward.

Similar to: "**Sh**izuoka" or "**Sh**iga" or "**Sh**inagawa" or "**Sh**ibuya" or "**Sh**injuku"

Practice Sentences:

1. **Sh**e **s**aid **sh**e **s**aw a **sh**adow on **S**aturday when **sh**e was in **Sh**ibuya.

2. **Sh**elly **s**its next to **S**teve and **Sh**aron on the **s**ixth floor in **Sh**injuku.

3. **S**am will go to **Sh**izuoka **c**ity to buy **s**ixty **sh**ells on **S**unday.

4. Did you re**c**eive the **s**ix **sh**eets by the re**c**eiver at **Sh**inagawa **C**ity?

5. **Sh**e **s**ells **s**ea **sh**ells by the **s**ea **sh**ore in **Sh**izuoka **C**ity and **Sh**iga.

"S" Chanting Practice

List 1	List 2	List 3
Saga	Saga	Saga
Saitama	Saitama	Saitama
Sendai	Sendai	Sendai
Sea!	Simple!	System!

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

REVIEW: Problem Solving and Providing Solutions

WEEK 6 - IC2 Class - Problem Solving and Providing Solutions

Round 2: Providing Solutions for Various Business Problems

In business, providing solutions is an important skill that is necessary to overcome problems, issues, or situations on a daily basis. Today, we will study how to effectively communicate your ideas whenever you have a situation in your job, work situation, or project.

THREE PART LOGICAL SPEAKING Technique:

Part 1: "Explaining the Situation"

START:

Let me explain the situation.

EXPLAIN DETAILS:

1. For starters, …

2. In addition, …

3. Furthermore,…

Give ROOT CAUSE:

4. In my opinion, the root cause of all of this is/was…

Give OUTCOME:

5. As a result, …

Part 2: "Providing a solution to the problem" phrases

1. The way I see it, we have three options…

2. From my viewpoint, we can do one of three things, …

3. My take is we have three possible solutions.

1. We can…

2. We need to…

3. We have to…

<u>3</u> common "Solution Speaking" Techniques:

Solution Pattern A:

The way I see it, <u>we have three options</u>. A, ….

B, we can ……

Or C, we can ……

Those are the <u>three options</u> that I see we have at the moment.

Solution Pattern B:

From my viewpoint, <u>we can do one of three things</u>. ONE, ……

TWO, …..

Or THREE, …….

Those are the <u>three possible options</u> that I see we have at the moment.

Solution Pattern C:

My take is, <u>we have three possible solutions</u>. A, we can …..

B, we need to …..

Or C, we can f…..

Those are the <u>three possible solutions</u> that I see we have at the moment.

CHECKED Homework:

Business Scene Simulation: Write down your sample solutions or options for these five business problems.

Problem #1: "Motivation" is low in your office.
Problem #2: Your company's brand image needs to be improved.
Problem #3: Sales of your company products have not increased this year.
Problem #4: Your company products are not so popular in Japan.
Problem #5: Free topic

Directions:

1. Select **ONE** solution technique from today's three key patterns.

2. Write down your solutions or opinions for the business problems.

3. PRINTOUT your homework and bring it to class next week.

4. Be prepared to give your reasons for your solutions or options.

5. Good luck!

LEARN: WEEK 7 - IC2 Class – Expressing Business Concerns

In business, "expressing concerns" is an important skill that is necessary to overcome problems, issues, or situations on a daily basis. Today, we will study how to effectively "express your concerns" whenever you have a situation in your job, work situation, or project.

Asking about Concerns: 5 Common Questions
1. Do you have any concerns at the moment?
2. Are you concerned about anything at the moment?
3. Is there anything that is concerning you at the moment?
4. If possible, could you share any concerns that you may have at the moment?
5. I would like to hear any concerns that you may have.

3 -Step SPEAKING Technique:

Step 1: "Express Number of Concerns"

I have **three** concerns regarding….

Step 2: "Explain or discuss concerns"

6. My first concern is…

7. To add to that, my second concern is…

8. Finally, my third concern is…

Step 3: "Ending your speaking

Those are the three concerns that I have at the moment.

Let's look at some examples:

Concern #1: Company Situation

I have three concerns regarding our <u>company situation</u>. My first concern is our products are not so attractive. Many other companies have really stylish products compared to our company. **To add to that, my second concern is** our products are too expensive. In fact, there are many products that are much cheaper and higher quality in the market than our current products. **Finally, my third concern is** many employees have low motivation due to our company situation. As a result, our engineers are not working as quickly as they can compared to last year. **Those are the three concerns that I have at the moment.**

Concern #2: Current Work Situation

Honestly speaking, I have three concerns regarding my <u>current work situation</u>. My first concern is I often work overtime.   For example, last month I worked 35 hours overtime in order to finish my project. Consequently, I sometimes work on Saturdays or Sundays. **In addition, my second concern is** we have too many meetings each week. To be honest, many of our section meetings are just for information sharing. So, in my opinion, general information can be sent to everyone by email. **Last but not least, my third concern is** the number of section members have decreased. Therefore, from my perspective, we need more members in our section to finish our project on time. **Those are the three concerns that I have at the moment.**

Concern #3: Project Situation

Actually, I have three concerns regarding our <u>project situation</u>. My first concern is we have not found all of the bugs in the software yet. As a result, we need more time to find all of the bugs. **Additionally, my second concern is** our client is always late to reply back to our emails. To be honest, the communication needs to be improved between our company and our overseas vendors. **Lastly, my third concern is** we need to finalize the specifications before we can launch our product next year. Therefore, the way I see it, there is a chance that we may not launch our product on time. **Those are the three concerns that I have at the moment.**

Homework:

Directions:

1.   Write down 3 actual issues, problems, or situations in your work, job, or project.

2.   Then, write down your 3 concerns regarding each issue or problem.

3.   TYPE your homework and bring it to class next time.

4.   Good luck!

-- End of Lesson --