

Term 3 – WEEK 7 Contents– Intensive 2 Class (IC2)

Today's Agenda

1. REVIEW: Business Option Questions and Phrases
 2. CHECK: Homework Assignment
 3. PRACTICE: Sample Topics
 4. Homework Assignment
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REVIEW:

“Business Option” Situations

Having “options” in business is a very important point to succeed. As a result, in business, you need different ways to “express possible options” to your client, customer, or colleague. Today, you will learn 3 common questions and 3 common phrases for “business option” situations.

3 Common “Business Option” Questions:

- 1. What are our options?
- 2. What do you think we can do to solve this situation?
- 3. What do you think are our options at this point?

3 Common “Business Option” Phrases:

- 1. The way I see it, we have three options.
- 2. From my perspective, we basically have two options.
- 3. If you ask me, my take is we can do one of three things.

Technique #1

- The way I see it, we have three options.
- One, we can...
- Two, we can
- Or three, we can...

Example Dialogue #1: “Parts issue at factory”

A: What are our options?

B: **The way I see it, we have three options.**

- **One, we can** delay our launch date.
- **Two, we can** ask our vendor to submit the parts one week earlier.
- **Or three, we can** make a new plan.
- **Ending: That’s what I believe are our three options at this point.**

Technique #2

- From my perspective, we basically have two options.
- A, we can either.....or B, we can.....

Example Dialogue #2: “Front Panel design issue”

A: What do you think we can do to solve this situation?

B: **From my perspective, we basically have two options.**

- **A, We can either** change the front panel design, **or B, we can** start again from the beginning and make a new design.
- **Ending: That’s what I think are our only two options.**

Technique #3

- If you ask me, my take is we can do one of three things.
- One, we can
- Two, we can.....
- Or three, we can.....

Example Dialogue #3: “Production delay issue”

A: What do you think are our options at this point?

B: If you ask me, my take is we can do one of three things.

- **One, we can** improve our specifications.
 - **Two, we can** test our product again.
 - **Or three, we can** make a new production schedule.
 - **Ending: That’s what I believe are our only options at the moment.**
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CHECKED Homework:

Directions:

1. Think of **THREE** non-fiction business situations in your current work, project, or job.
2. Write down your options to each of your THREE business situations.
3. Printout your homework and bring it to class next week. Good luck!

Today’s FOCUS point:

1. Practiced making speaking, clearer, have impact, and more dynamic.
2. Practice patterns many times to make your speaking more clear and confident.
3. Focus on clear pronunciation and good volume.

Homework:

Directions:

1. Think of **THREE MORE** non-fiction business situations in your current work, project, or job.
2. Write down your options to each of your THREE business situations.
3. Printout your homework and bring it to class next week. Good luck!

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