

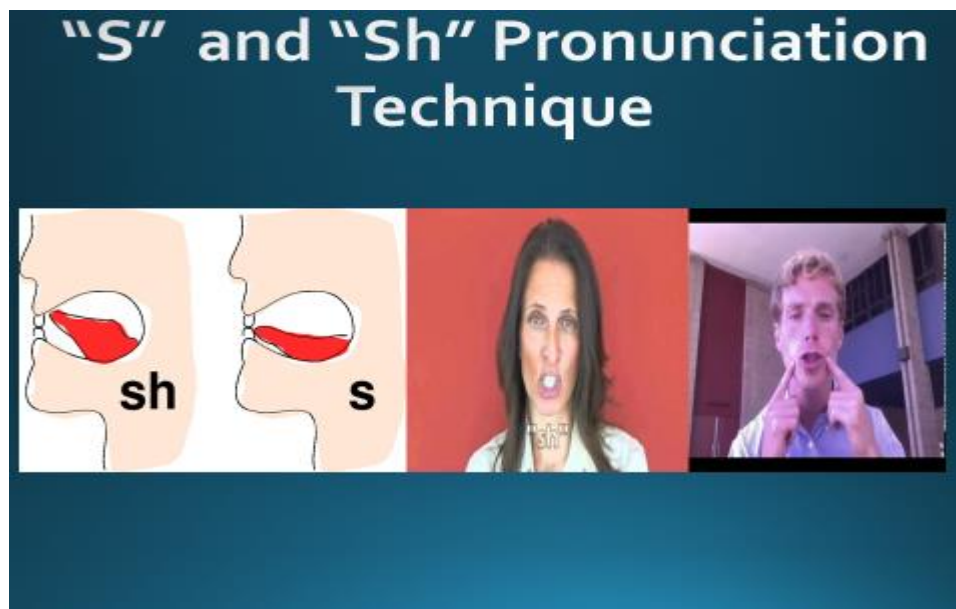
## Term 2 – WEEK 7 Contents – MS Class

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### Today's Agenda

- 1. REVIEW: “S and Sh” Pronunciation Paper
  - 2. REVIEW: 15 more Key Business Questions (Part 2)
  - 3. CHECK: HOMEWORK
  - 4. LEARN: “Reporting” in Business Situations
  - 5. Homework Assignment
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## 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”

## REVIEW: 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: “Asking Questions” in Business Situations (Part 2)**

### **WEEK 6 - MS Class - “Asking Questions” in Business Situations (Part 2)**

**October 2015**

*In business, it is very important to use “ask questions” in an effective manner when you are in a business meeting, teleconference, or face-to-face business discussion. In today’s lesson, we will study **15** key business questions that you can use to ask about your business situations in a dynamic, creative, and business manner*

#### **Key “Questions” Phrases:**

- 1. I don’t quite understand what you are saying regarding..... Can you rephrase what you just said for me, please?**

*Ex. I don’t quite understand what you are saying regarding the delayed product launch. Can you rephrase what you just said for me, please?*

- 2. Do you have any questions for us regarding....?**

*Ex. Do you have any questions for us regarding our product development?*

- 3. Did you encounter any problems or issues with ....?**

*Ex. Did you encounter any problems or issues with the new policy?*

- 4. What solutions do you recommend with regard to.....?**

*Ex. What solutions do you recommend with regard to our sales in Japan?*

- 5. Do you think we need to.....regarding.....?**

*Ex. Do you think we need to increase our marketing in Japan regarding our new product?*

- 6. Can you give us any advice regarding.....?**

*Ex. Can you give us any advice regarding our meeting next week with our vendor?*

- 7. If possible, we would like to hear your views on.....**

*Ex. If possible, we would like to hear your views on the current situation.*

**8. What do you recommend we do with regard to....?**

*Ex. What do you recommend we do with regard to improving our quality control?*

**9. Do you think we need to.....?**

*Ex. Do you think we need to change the design?*

**10. Can you fill us in on the situation with.....?**

*Ex. Can you fill us in on the situation with next month's product release date?*

**11. Will you be able to finish.....by.....?**

*Ex. Will you be able to finish make the new plan by the beginning of next week?*

**12. How far along are you regarding....?**

*Ex. How far along are you with the new project?*

**13. Are you almost done with...?**

*Ex. Are you almost done with the updated specifications?*

**14. How is .....going?**

*Ex. How is the China project going?*

**15. When do you think you will have an answer regarding.....?**

*Ex. When do you think you will have an answer regarding the launch date in FY15?*

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## **CHECKED: Homework**

1. Looking at your own situation, make one sentence of each of today's key phrases.  
Total: **15** questions
2. Remember to use "real situations" that will help you to make your homework more effective and practical.
3. **PRINTOUT** your homework and bring it to class next week.
4. Be prepared to "report" your data (orally) in a meeting simulation next week.
5. Good luck!

## **LEARN:** Week 7 - “Reporting” in Business Situations – October 2015

*In business, it is very important to “report or communicate” in an effective manner when you are in a business meeting. In today’s lesson, we will study **16** key phrases that you can use to “report or communicate” for business situations in a dynamic and creative way.*

### **Key “Reporting” Phrases:**

#### **1. We found...**

*Ex. We found a few bugs in the software.*

#### **2. We discovered...**

*Ex. We discovered that our customers wanted more features that are “easy-to-use.”*

#### **3. We had a slight problem with...**

*Ex. We had a slight problem with the quality control of our product in Thailand.*

#### **4. We were able to finish...**

*Ex. We were able to finish the front panel design last week.*

#### **5. We are still in the process of completing...**

*Ex. We are still in the process of completing the figures for the first quarter of FY15.*

#### **6. We should be finished by...**

*Ex. We should be finished by the end of this month.*

#### **7. We need to....before we....**

*Ex. We need to finalize the specifications before we do anything else.*

#### **8. It is really important that we find a way to ...**

*Ex. It is really important that we find a way to improve the motivation in our company.*

#### **9. We are having trouble with...**

*Ex. We are having trouble with marketing our product.*

#### **10. We are happy to report that...**

*Ex. We are happy to report that we have finished the budget for next year.*

**11. We succeeded to...**

*Ex. We succeeded to get an experienced vendor in China.*

**12. The good news is...**

*Ex. The good news is we will release our product on schedule.*

**13. The bad news is...**

*Ex. The bad news is our production cost is getting more expensive.*

**14. The only thing we can do at this point is...**

*Ex. The only thing we can do at this point is make a policy that will be fair for everyone.*

**15. We are really trying to...**

*Ex. We are really trying to find a way to increase our market presence in Japan.*

**16. We will try to speed up ....**

*Ex. We will try to speed up the production this year.*

**Homework:**

17. Looking at your own situation, make one sentence of each of today's key phrases. Total:  
**16** sentences

18. Remember to use "real situations" that will help you to make your homework more effective and practical.

19. **PRINTOUT** your homework and bring it to class next week.

20. Be prepared to "report" your data (orally) in a meeting simulation next week.

21. Good luck!

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