

## Term 2 – WEEK 8 Contents– Intensive Class 1 (IC1)

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### Today's Agenda

- 1. REVIEW: “Giving a Business Update”
  - 2. REVIEW: Homework Assignment
  - 3. REVIEW: Final Test Contents
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### REVIEW: 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.*

### REVIEW: 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 1<sup>st</sup>.

**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 23<sup>rd</sup>. **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 15<sup>th</sup>.

**That's the update on the current situation.**

## CHECKED 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!

## ANNOUNCEMENT:

- 1. Next week, you will have a **FINAL** test. (Paper Test)
- 2. All of the contents on the **FINAL** test will be from the contents you studied during Week 1 to 8.
- 3. Total: 100 points
- Now, let's look at the FINAL Test Contents.

## FINAL TEST Contents:

1. 5 "Asking for an Opinion" Phrases (Week 1)
2. 5 "Expressing Your Opinion" Phrases (Week 2)
3. 5 "Expressing Your Reason" Phrases (Week 3 and 4)
4. 5 "Current" Phrases (Week 5)
5. 3 "Key Questions" for Priority Situations (Week 6)
6. 3 "Key Phrases" for Priority Situations (Week 6)
7. 1 "Giving a Business Update" for Priority Situations (Week 7 and 8)

Total: **100** Points

Good Luck!

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