

Term 3 – WEEK 8 Contents– Intensive 2 Class (IC2)

Today's Agenda

1. CHECK: Homework
 2. REVIEW: Business Option Dialogues
 3. ACTIVITY: Sample Cases
 4. REVIEW: FINAL Test Contents
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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.

CHECKED 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!

ACTIVITY: MORE PRACTICE

- Now, let's practice using your "Business option phrases with these sample situations:
 - 1. Employees look tired in your section.
 - 2. Turnover of employees is increasing.
 - 3. You need to increase current product line-up.
 - 4. You have to hire more software engineers.
 - 5. You would like to improve skills of employees
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FINAL TEST:

ANNOUNCEMENT

- 1. Next week, you will have your FINAL Paper Test.
- 2. All of the contents on the test will be based on the data that you studied in Term 3.
- 3. So, let's look at the FINAL Test Contents.

FINAL TEST CONTENTS

- **1. Teleconference Phrases: (WEEK 1)**
 - 2 "At the Beginning of the Meeting"
 - 2 "When you have problems hearing"
 - 2 "When you can't identify who is speaking"
 - 2 "When you don't catch something said"
 - 2 "When someone needs to step outside"
- **2. 5 Business Meeting Sentence "Starter" Phrases (WEEK 2)**
- **3. 5 "Talking about information that people may already know" Phrases (WEEK 3 and 4)**
- **4. 5 "Hypothetical Situation" Phrases (WEEK 5)**
- **5. 3 "Business Option" Questions (WEEK 6 and 7)**
- **6. 3 "Business Option" Phrases (WEEK 6 and 7)**
- **7. Plus Example Case studies for you to answer.**

- **Total: 100 Points**