

Term 2 – WEEK 8 Contents – MS Class

Today's Agenda

- 1. REVIEW: “Reporting Phrases” for Business Situations
 - 2. CHECK: HOMEWORK
 - 3. ACTIVITY: Meeting Simulation
 - 4. REVIEW: Final Test Contents
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REVIEW: 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.

CHECKED Homework: DO Business Meeting Simulation

- 1. Today, we are going to do a meeting simulation.**
- 2. One person will be the meeting leader.**
- 3. The other members will be asked to give a five point report (using your WEEK 7 homework data).**
- 4. If you are the leader of the meeting, try to use the meeting phrases on today's handout.**

5. Good luck!

Basic Meeting Simulation Phrases - November 2015

Phrases for meeting leader:

1. **Opening:** Good morning and thank you all for coming today.
2. The purpose of today's meeting is "we are going to give our individual updates regarding our current situation."
3. So, let's get started.
4. Ide-san, please "start us off" and give us your update.
5. Thank you, Ide-san..... Next, Ono-san, please give us your update.
6. **Ending:** Well, that "should do it for today's meeting." Thank you all again for coming today.

Note:

Idiom #1: "start us off" means please begin for us.

Idiom #2: "that should do it for today's meeting" means that's all for today's meeting.

Phrases for meeting participant:

Step 1: Starting Phrase

Let me give you my update.

Step 2: Give your **5 points** of information

For starters, (Report point #1)

In addition,(Report point #2)

To add to that,(Report point #3)

Furthermore,(Report point #4)

Finally,(Report point #5)

Step 3: Ending Phrase

That's all from me.

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. 10 "Visual Aid Vocabulary" Phrases (Week 1, 2, 3, and 4)
- 2. Using 4-Step "Visual Description Technique" make 2 examples
- 3. 10 "Asking Questions in Business" (Week 5 and 6)
- **Just list up 10 key question phrases**
- 4. 10 "Reporting" Phrases (Week 7 and 8)
- **Just list up 10 key phrases**
- Total: 100 Points
- Good Luck!

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