



# NEW BUSINESS ENGLISH 4

**Unit 3 Lesson 3**  
**Allocating Roles and Giving  
Control to the Next Speaker**



# Review

Assume that you are the speaker of the meeting for an important project. Make sure everyone pays attention.

## *Requirements:*

- *Present the meeting objective.*
- *Set ground rules before presenting.*





# LEARNING GOALS

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- ◆ Allocating Roles
- ◆ Giving Control to the Next Speaker



## Situational Dialogue

- ▶ Ms. Chen allocates roles to her team members and then hands the meeting over to Jordan.

**Jia Chen**

**Selena Leroy**

**Jordan Brett**

**Kenzo Hara**





Kenzo, would  
you mind taking  
the minutes?

No problem,  
Ms. Chen.







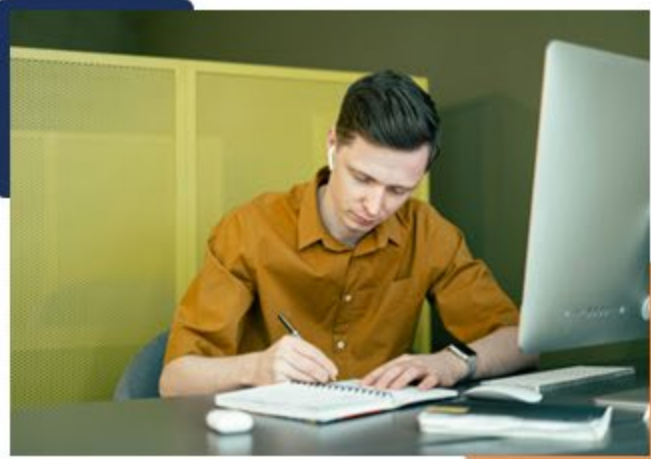
And Jordan, you're going to review the client satisfaction survey first. Now, I'd like to hand it over to Jordan.

Thank you.  
Ms. Chen.



## Key Vocabulary

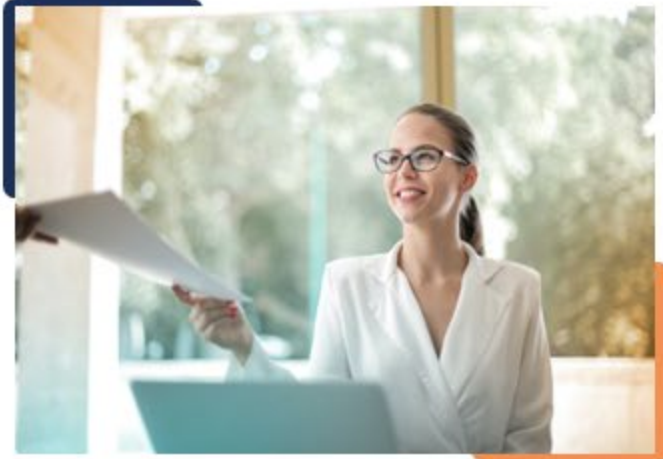
Learn the new words and answer the questions.



**take the minutes**

*(ph.v.) write down the minutes of the meeting*

e.g. Michael agreed to **take the minutes.**



**hand sth. over to sb.**

*(ph.v.) to give someone or something to someone else*

e.g. She **handed the report over** to the supervisor.

## Dialogue Review

Have a role play and answer the questions.



*Ms. Chen allocates roles to her team members and then hands the meeting over to Jordan.*

**Ms. Chen:** Kenzo, would you mind **taking the minutes?**

**Kenzo:** No problem, Ms. Chen.

**Ms. Chen:** And Jordan, you're going to review the client satisfaction survey first. Now, I'd like to **hand it over to** Jordan.

**Jordan:** Thank you, Ms. Chen.



Let's check the learning goals!



*Ms. Chen allocates roles to her team members and then hands the meeting over to Jordan.*



## 1. Allocating Roles

**Ms. Chen:** Kenzo, **would you mind taking the minutes?**

**Kenzo:** No problem, Ms. Chen.

**Ms. Chen:** And Jordan, **you're going to review the client satisfaction survey first.** **Now, I'd like to hand it over to Jordan.**

**Jordan:** Thank you, Ms. Chen.



## 2. Giving Control to the Next Speaker

# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Allocating Roles

- **Would you mind + (verb -ing)...?**
- **You're expected to + verb...**

Example sentences:

- Would you mind handing over your report?
- You're expected to submit the report today.

**You can also use:**

- **Would you + verb ...?**  
e.g. Would you complete this report today?
- **You are assigned to...**  
e.g. You are assigned to make a report about the product.

*How do you allocate roles to your team?*

Learn the key expressions and sentence structures.

## ⋮ Giving Control to the Next Speaker

➤ I would like to hand (sth.) over to ...

Example sentences:

- I would like to hand it over to the director.
- I would like to hand it over to the media team.

You can also use:

- **Let's move on to our next ...**

e.g. Let's move on to our next speaker to give us wisdom.

- **May I call on ...**

e.g. May I call on our CEO for his welcome address.

*How do you give control to the next speaker?*



# Semi-open Dialogue

Please read the situation below and have a role play with your teacher.

**Scenario:** You are presiding over the weekly meeting. Give roles to the participants and hand it over to the next speaker.



∴ You can refer to the following key expressions:

- Would you mind + verb-ing...?
- You're expected to + verb...
- I would like to hand over to ...

# Coffee Break

Learn about the “Yes, and...” strategy in business.

## ⋮ “Yes, and” Strategy



**This strategy was first used in theatres to help actors refine their characters and advance their scenes.**

**This strategy is also used in business to move the conversations forward by adding to the initial thought.**



**For example:** Rita: We need to improve our marketing strategies.  
Joe: Yes, and we should try something new.  
Lee: Yes, and we will try social media advertising.  
Ann: Yes, and we should know our competitors, too.



*Why do you think “Yes, and...” is a valuable brainstorming strategy?*



# Overview

## Key words and expressions:

*take the minutes*  
*hand sth. over to sb.*

*Would you mind + verb-ing...?*  
*You're expected to + verb...*  
*I would like to hand the meeting over to ...*

