



NEW BUSINESS ENGLISH 4

Unit 3 Lesson 9

Clarifying



Review

Give a summary of your weekly or monthly departmental meeting.

Requirements:

- *Summarize your meeting using concluding expressions.*
- *Use sequences to sum up your meeting.*
- *Clarify some important points in your summary.*



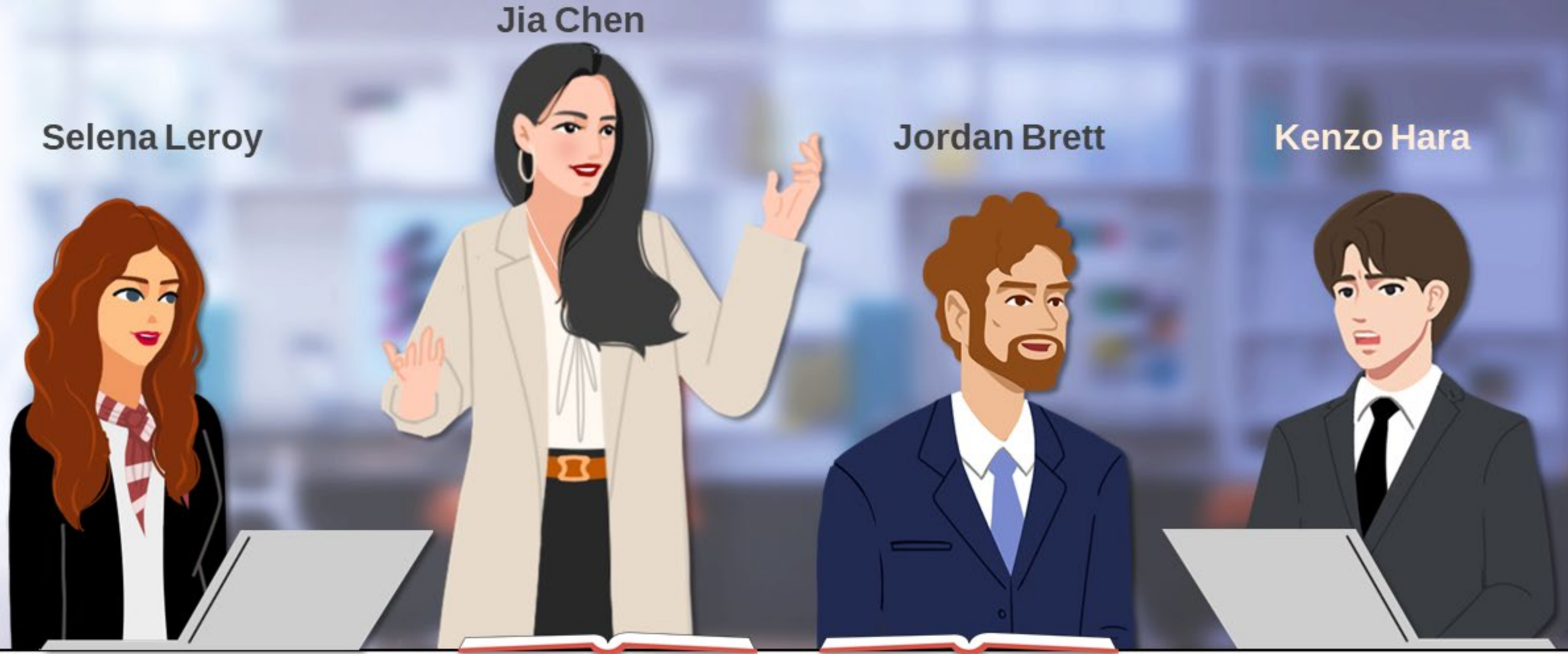
LEARNING GOALS

- ◆ Asking for Clarification
- ◆ Clarifying Things



Situational Dialogue

- ▶ Before closing the meeting, Ms. Chen asks if they have any questions.





Let's wrap up this meeting.
Do you have any questions?

Ms. Chen, do we have to work
extra hours every day? How
many extra hours will we need?





Let me clarify this. We only need to work for two more hours every two days, not every day. This arrangement will take effect next week, not tomorrow.

Thanks for clarifying, Ms. Chen. I understand better now.



Key Vocabulary

Learn the new words and answer the questions.



clarify

*(v.) to make something clear
by giving more details*

e.g. She was asked to
clarify some issues.



arrangement

*(n) a plan for something to
happen in a particular way*

e.g. She likes the new
work **arrangement**.



take effect

*(ph.) to start applying a
new plan or rule*

e.g. The new rule will **take
effect** next week.

Dialogue Review

Have a role play and answer the questions.



Before closing the meeting, Ms. Chen asks if they have any questions.

Ms. Chen : Let's wrap up this meeting. Do you have any questions?

Kenzo : Ms. Chen, do we have to work extra hours every day?

How many extra hours will we need?

Ms. Chen : Let me clarify this.

We only need to work for two more hours every two days, not every day. This arrangement will take effect next week, not tomorrow.

Kenzo : Thanks for clarifying, Ms. Chen. I understand better now.

Let's check the learning goals!



Before closing the meeting, Ms. Chen asks if they have any questions.

Ms. Chen : Let's wrap up this meeting. Do you have any questions?

Kenzo : ***Ms. Chen, do we have to work extra hours every day?***

How many extra hours will we need?  ***1. Asking for Clarification***

Ms. Chen : ***Let me clarify these.***  ***2. Clarifying Things***

We only need to work for two more hours every two days, not every day. This arrangement will take effect next week, not tomorrow.

Kenzo : Thanks for clarifying, Ms. Chen. I understand better now.

Learning Goals

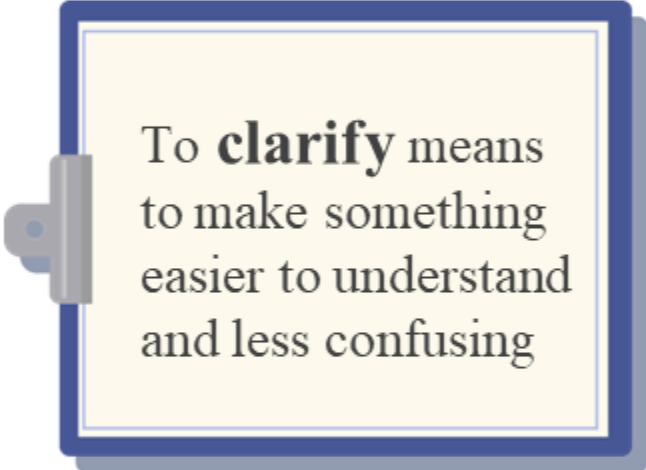
Learn the key expressions and sentence structures.

∴ Asking for Clarification

- If I understand it correctly, you are saying ...
- Is that correct?

Example sentences:

- We need to start our work at 9:00 am. Is that correct?
- If I understand it correctly, you would like me to send this.
- If I have understood you correctly, you would like to receive the feedback now.



To **clarify** means to make something easier to understand and less confusing

Why do we need to ask for clarifications?

Learning Goals

Learn the key expressions and sentence structures.

∴ Clarifying Things

- Do you have any questions?
- Let me clarify.

Example sentences:

- Do you have any questions about the agenda?
- I think it is not clear yet. Let me clarify the matter.
- That would be all for today. Do you have any questions?

Other related expressions:

- Let me put it this way ...
- Let me explain it ...
- To put it differently ...
- In other words ...
- Sorry, let me explain ...
- Let me say it again.

How important is confirming your understanding?

Semi-open Dialogue

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

Scenario: Your team meeting is about to finish. There are some questions you would like to raise.

Ask the presider of the meeting to clarify some things you don't understand.



∴ You can refer to the following key expressions:

- If I understand it correctly, you are saying ...
- Is that correct?
- Let me clarify that.

∴ 5 Types of Clarification Questions

Open Questions

- How did this happen?
- What should we do again?

Closed Questions

- Does she agree about it?
- Do you understand it?

Rhetorical Questions

- Isn't the idea clear?
- Don't you think it's better?

Funnel Questions

- What did she suggest?
- Did you all agree to it?

Leading Questions

- It's a good idea, isn't it?
- How clear is the meeting!



1. How do you clarify your ideas in your office meetings?
2. Which type of clarification questions do you often use in your meetings?

Overview

Key Expressions:

clarify/ arrangement/ take effect

*If I understand you correctly, you are saying ...
Is that correct?*

*Do you have any questions?
Let me clarify.*

