

How Do They Present Their Different Ideas?



I. WARM-UP

Vocabulary

Match the words in A with their meanings in B.

<u>A</u>	<u>B</u>
1. alternatives	a. the feeling that you want to thank someone because of something kind that he/she has done
2. effort	b. something you can choose to do or use instead of something else
3. tackle	c. to make a determined effort to deal with a difficult problem
4. favorable	d. making people like or approve of someone or something
5. grateful	e. exertion of physical or mental power

II. DIALOGUE BOX

John : Good day! Let's start with the issues of the meeting and then tackle the rest of the agenda. Could you help me with this, Gian?

Gian : Sure, why not? You know we have all the meetings to be realized which is why we have to double our time to get our reports done and go home early.

John : Well, I've heard you're exerting a lot of effort, which is the main reason I want to make things of an advantage for you.

Jim : Gian, is right. We have lots of meetings which people are not happy about.

John : Okay, but what alternatives are there? I'd be willing to discuss it.

Gian : Well, a simple option is... cutting the number of meetings?

John : Okay, well, maybe. Any other suggestions?

Jim : I think it's the least that we can do.

John : Alright, I understand your point. So we'll only have one meeting a month and you can just email your reports in the evening. Would that be fine?

Gian and Jim : Thanks, John.

How Do They Present Their Different Ideas?

Comprehension Check

1. What issues does Gian raise?
2. What alternatives does John give?

III. LANGUAGE BOX

In **adding information** to a sentence, a **relative clause** is used.

- I wanted to ask the president, which was impossible because he was on leave.
- Productions are 30% low last year, which is not considerable.

A **relative clause** can be used **to give a reason for something**.

- The management has low supervision, which is the main reason people are leaving.
- They had never tried anything like that, which is why they had difficulty finishing the delegated task.

IV. SAY IT! Your company has decided to employ twice as many staff as before. Unfortunately, the rooms are not enough for everyone. Put yourself in a situation where you will present a plan to the existing staff. In this plan you need to explain how you are going to fit all the new workers in.

- What would be your positive response to this?
- How will you present your own idea without offending others and the suggestions they have made?
- If you are the team leader, how will you gather different ideas that will lead to the meeting's awareness?



Agreeing and Disagreeing



I. WARM-UP

Vocabulary

Guess the meaning of the following words and phrases from the given examples.

1. **financial situation**
- I think the financial situation is sorted out.
2. **opinion**
- What is your opinion on this matter?
3. **profitable**
- It would be more profitable if we changed our system.
4. **extension**
- I'm going to file an extension for my credit in the cooperative.
5. **production**
- The production has been shut down.
6. **aluminum**
- Aluminum is usually used in kitchenware.

II. DIALOGUE BOX

- James** : Now, I think the financial situation is sorted out. I guess Bella has something to do with this.
- Bella** : Thanks James. In my opinion, if we want to stay profitable, we should seriously consider extension.
- Edward** : I totally agree with that.
- Bella** : Yes, we have to extend our production. We make aluminum for construction and for vehicles. I think we could also do packaging - aluminum dishes for takeaway food and aluminum foil for wrapping.
- James** : It's a totally different process, Bella.
- Bella** : Yes, it is, but we have to consider the production's financial situation.
- Edward** : I think Bella has the best solution to the problem. Collin, what do you think?
- Collin** : I think so! James, how about you? Have you decided?
- James** : Yes, I have decided. I will take it.

Comprehension Check

1. What is Bella's suggested solution to the problem?
2. If you were James, what would be your stand on Bella's suggestion?

LESSON C3

Running a Meeting



I. WARM-UP

Vocabulary

Match the words in column A with their meanings in column B.

A

1. issue
2. shift
3. protest
4. agenda
5. observe

B

- a. list of items that have to be discussed at the meeting
- b. to say or to show publicly that you object to something
- c. to see, watch, perceive or notice
- d. an important subject that people argue about or discuss
- e. a person's scheduled period of work

II. DIALOGUE BOX

Lougie : Good afternoon everyone. As you all know we are here to discuss the main issues that emerged in the last meeting. Our agenda for today is the changing of shifts: morning and night shifts. What is your experience regarding this?

Christine : Yes, we really had a hard time explaining to the employees about the change.

Rosie : The employees keep protesting on why the company has to do the sudden change on schedules.

Lougie : I think we have to raise this with the HR department. We have to hire more employees to fill the vacant positions in the production.

Christine : That may be the best solution.

Kate : Rosie and I agree to that.

Lougie : Okay then. Let's try that idea. I guess that would be all. Let's call it a day.

Comprehension Check

1. What is the meeting's main agenda?
2. What is the employees' stand on this matter?
3. What could be the possible solutions on this issue?

Running a Meeting

III. LANGUAGE BOX

Many verbs are commonly followed by another verb.

Some verbs must be followed by the infinitive 'to':

Examples:

- I'm planning to finish the report on Monday.
- I'm going to report on Monday.

Some verbs just need the infinitive without 'to':

Example:

- Let John finalize what he's doing.

Sometimes the '-ing' form of the verb is needed:

Example:

- We can postpone having a meeting today until the president arrives.

IV. SAY IT! You are a manager of an advertising company. Conduct a meeting regarding reduction of cost in the IT Department. Make use of 'the infinitive'.

These are the agenda:

- a. IT Department running costs
- b. Staff cuts



LESSON C4

How to Defend an Idea



I. WARM-UP

Vocabulary

Read the words and their meanings. Construct your own sentences using the following vocabulary.

1. propose – to offer or suggest

2. prepare – to make something ready beforehand for a specific purpose

3. successful – achieving or having achieved success

4. option – something that you can choose to do in preference to one or more alternatives

5. anniversary – a date which is remembered or celebrated because a special event happened on that date in a previous year

II. DIALOGUE BOX

Susie : I propose that we set our anniversary party next month.

Anna : I really don't think that is a good idea. We need more time to prepare.

Susie : Well, I honestly believe that next month is the best option because we will be very busy after that then, we won't have time to prepare.

Molly : Do you think we can finish all the preparations on time?

Susie : Yes. I'm quite certain that we can finish all the preparations before the party. I can truthfully say, if we all work together, this plan will be successful.

Comprehension Check

1. What is Susie's proposal to the group?
2. How does Susie defend her idea?
3. If you were Susie's colleague, would you agree with her proposal? Why or why not?

How to Defend an Idea

III. LANGUAGE BOX

Adverbs are often used when expressing an opinion or idea.

Examples:

- Quite honestly, we have no choice.
- Basically, we need to diversify.

It is also used before the verb to emphasize opinions.

Examples:

- I really don't think we need to act immediately on the matter.
- I strongly believe this is our only option.

An emphatic adverb would come after an auxiliary or modal verb.

Examples:

- I can honestly say that we are losing our quality.
- I'm quite certain that this is the best solution.

Activity: Suggest an opinion using these example adverbs.

1. Basically, _____.
2. Quite honestly, _____.
3. I really _____.
4. I can honestly say _____.
5. I can truthfully say _____.

- IV. SAY IT!**
1. The social committee of your company is planning the 30th anniversary celebration of its foundation. They have proposed a day trip in a hot-air balloon for all staff, followed by a dinner party where the balloon is due to land. Think of possible advantages and disadvantages of this idea and discuss it with someone.
 2. You are a member of the social committee and there is someone who does not like the celebration you have proposed. Discuss the matter using the useful expressions for defending an idea.



LESSON C5

How to Speak to a Group



I. WARM-UP

Vocabulary

Match the words in column A with their meanings in column B.

A

1. familiarize
2. precaution
3. destination
4. pull up
5. scenery
6. on behalf of

B

- a. the vehicle slows down and stops
- b. doing something for someone
- c. to learn about something and start to understand it
- d. the land, water or plants that you can see around you
- e. an action intended to prevent something dangerous or unpleasant from happening
- f. the place to which the person or thing travels or is sent

II. DIALOGUE BOX

Hi! I am John from Sunflower Tours. I'd like to welcome you all to Tokyo. Right now, I'd like to take a minute to familiarize you with the area and discuss some brief safety precautions. The bus ride to your hotel will just take about 15 minutes so I'd like you to remain seated until we reach our destination. You are not allowed to eat or drink while on the bus. And please be reminded that it is against the law to get drunk in public. We're going to be pulling up to the hotel in just few minutes. Please remain in your seat and enjoy the scenery of the left hand side of the bus until we have come to a complete stop. Double check to make sure your bag has been taken off the bus. On behalf of Sunflower Tours, have a wonderful vacation and I hope to see you tomorrow at the information session.

Comprehension Check

1. How long does it take from the airport to the hotel?
2. What are the safety precautions enumerated by the tour guide?
3. If you were the guide, where would you take the tourists?

LESSON C5

How to Speak to a Group

III. LANGUAGE BOX

We use polite phrase when addressing a group of people.

- Examples:
- Please stay in your seat and keep quiet.
 - I hope you will enjoy your stay here.
 - I wish you a safe and pleasant journey home.
 - It's been a pleasure to meet you.
 - Thank you all for coming.

We often use 'which' or 'that' to give details to help somebody identify something:

- Examples:
- This is the only company that received outstanding sales last year.
 - El Nido is a famous company which supplies the best tasting wine.

'Who' is used to give details that identify a person:

- Example:
- Mr Smith is the CEO of Farma Distributors who gives emphasis on the importance of benefits to encourage workers to work hard.

IV. SAY IT! A group of business management students would like to visit your workplace to research about your company. You are given the task of guiding these students around and providing them with the information below:

- important people in your company
- interesting facts about your company
- do's and don'ts



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