

Fundamental Expressions

Part 1

Expressing Yourself

~Will~

I am going to take the minutes for today's meeting.



I am pleased to take the minutes for today's meeting.

①

Purpose

- *To learn how to express your intention.*

Expressions

- I am pleased to...

Meaning : be very willing to do

- I want to be able to...

Meaning : wanting to acquire an ability

e.g. I want to be able to handle the tasks this position requires.

- I'd rather...than

Meaning : wanting to choose or find preferable option

e.g. When communicating with my co-workers, I'd rather be honest.

Related expressions

- I feel like doing...

e.g. Sorry, I don't feel like drinking today. I'm too tired.

- Let me do...

e.g. Before you leave, please let me introduce / present our sales projection for next year.

Vocabulary

take the minutes / acquire / handle / sales projection

②

③

How to use Fundamental Expressions?

- ① Grammatically, both sentences are correct. **However, we'd like you to learn the expression in the sentence an arrow pointed towards.** Take the sentence...

“I am pleased to take the minutes for today's meeting”

You can give a positive impression towards someone, such as your boss or client, by using *“I am pleased to...”*, instead of using *“I am going to take the minutes for today's meeting.”*

Learn to use the expression appropriately and communicate effectively.

- ② Every expression comes with an example.

· *I want to be able to...*

Meaning : wanting to acquire an ability

e.g. I want to be able to handle the tasks this position requires.

Try to understand the meaning of the expression, and how it is used appropriately in the examples.

- ③ In addition to the expressions that we'd like you to learn chiefly, there are some useful vocabularies that you would frequently find in business scenes.

Vocabulary

take the minutes / acquire / handle...

Familiarize the words and add some more if you find new ones.

Practice ~ Will ~

1) *Make your own sentences with the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

Your co-worker calls in sick and asks you to take over his task. How would you respond?

(I'm pleased to...)

Co-worker : Hello? I am sick and can't go to work today. Could you help finish my task?

You : ...

Co-worker : Thanks. And one more thing, there is a blue file on my desk. Could you give it to Jordan?

I should have handed it over to him, but I forgot yesterday.

You : ...

Situation 2

You are having an interview. How would you answer the following questions? (I want to be able to...)

Interviewer : You seem to lack the qualifications for the position, especially the command of English.

Do you think you can meet our demands?

You : ...

Interviewer : Your resume says you haven't worked abroad. How do you think you can cope with it?

You : ...

Situation 3

Your staff is planning to have a welcome party for you since you are new to the team. They want your opinion on the event venue. How would you respond? (I'd rather than...)

Staff member : I would like you to choose the restaurant for today's event. We have Japanese and Korean restaurants nearby.

You : ...

Staff member : OK. Do you mind if I invite our boss?

You : ...

3) *What skill do you want to acquire? Discuss it with the expressions you have learned.*

Vocabulary

a blue file / command of English / qualifications

④

⑤

⑥

- ④ Start off the practice with your own sentences using expressions that you have learned, you are not certain of the usage of the expressions.

1) Make your own sentences with the expressions...

Ask your teacher to check your sentences and the correct pronunciation.

- ⑤ *2) Answer the following questions with the new phrases*

This practice takes you to the real situation where the expressions you have learned would be very useful to communicate effectively. **Start off with grasping the situation first, followed by having a conversation accordingly with your teacher.** If you are ready for more advanced practice, initiate a conversation without referring to the sample dialog.

- ⑥ Lastly, we'd like you to answer the question or express your opinion with the expression that you have learned.

2) What skill do you want to acquire? Discuss it...

Try to use the expressions so that you can deliver your opinion effectively.

~Fundamental Expressions~

Table of contents

Part1~Expressing Yourself~

- 1, Will*
- 2, Opinion*
- 3, Concern*
- 4, Assurance*

Part2~Presenting Facts~

- 1, Fact*
- 2, Problem*
- 3, Assumption*
- 4, Possibility*

Part3~Defining your Position~

- 1, Agree*
- 2, Disagree*
- 3, Neutral position*
- 4, Judgment*

Part4~Working with Someone~

- 1, Request*
- 2, Confirmation*
- 3, Suggestion*
- 4, Making sure*

Part5~Emphasizing Remarks~

- 1, Example*
- 2, Importance*
- 3, Condition*
- 4, Supporting data*

Part6~Supporting Opinions~

1,Reason

2,Solution

3,Purpose

4,Option

Part7~Comparing Opinions~

1,Similarity

2,Difference

3,Comparison and

Contrast

4,Correlation

Part8~Presenting Outcomes~

1,Advantages

2,Disadvantages

3,Cause / Effect1

4,Cause / Effect2

Part9~Constructing Ideas 1~

1,Order

2,Concession

3,Addition

4,Summary

Part10~Constructing Ideas 2~

1,Digression

2,Fillers

3,Elaboration

4,Contrast

Part11~Introduction~

1,Introducing oneself 1

2,Introducing oneself 2

3,Introducing a Company 1

4,Introducing a Company 2

Part12~In the Office 1~

1,E-mail 1

2,E-mail 2

3,Telephone 1

4,Telephone 2

Part13~In the Office 2~

1,Conversation 1

2,Conversation 2

3,Business meeting 1

4,Business meeting 2

Part14~Business Activity~

1,Sales (E-mail)

2,Sales (Telephoning)

3,Presentaion 1

4,Presentation 2

Part15~Problem Management~

1,Negotiation 1

2,Negotiation 2

3,Handling Complaints 1

4,Handling Complaints 2

Part16~Job Interview~

1,Applying for a job

2,Starting an Interview

3,Answering Interview Questions

4,Thank You E-mail

Fundamental Expressions

Part 1

Expressing Yourself



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Related expressions

- *I feel like doing...*

e.g. Sorry, I don't feel like drinking today. I'm too tired.

- *let me do...*

e.g. Before you leave, please let me present our sales projection for next year.

Vocabulary

take the minutes / acquire / handle / sales projection

Practice ~ Will ~

4) *Make your own sentences with the expressions you have learned.*

5) *Answer the following questions with the new phrases.*

Situation 1

Your co-worker calls in sick and asks you to take over his task. How would you respond?
(I'm pleased to...)

Co-worker : Hello? I am sick and can't go to work today. Could you help finish my task?

You : ...

Co-worker : Thanks. And one more thing, there is a blue file on my desk. Could you give it to Jordan? I should have handed it over to him, but I forgot yesterday.

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Interviewer : Your resume says you haven't worked abroad. How do you think you can cope with it?

You : ...

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Your staff is planning to have a welcome party for you since you are new to the team. They want your opinion on the event venue. How would you respond? (I'd rather than...)

Staff member : I would like you to choose the restaurant for today's event. We have Japanese and Korean restaurants nearby.

You : ...

Staff member : OK. Do you mind if I invite our boss?

You : ...

6) *What skill do you want to acquire? Discuss it with the expressions you have learned.*

Vocabulary

a blue file / command of English / qualifications

Fundamental Expressions

Part 1

Express yourself

~Opinion~

I think that the best way to close the deal with them is to talk to Mr. Bob in person.



As far as I know, the best way to close the deal with them is to talk to Mr. Bob in person.

Purpose

- To learn how to express one's opinion.

Expressions

- *As far as I know...*

Meaning : to say something like "according to my knowledge"

- *If you ask me...*

Meaning : to emphasize your opinion

e.g. English should be taught in Japanese schools, *if you ask me*.

- *It seems to me that...*

Meaning : to deliver your opinion based on subjective ideas

e.g. *It seems to me that* our sales for next year is not promising.

Related expressions

- *I absolutely feel that...*

e.g. *I absolutely feel that* I can be a qualified candidate for the position.

- *My honest opinion is that...*

e.g. *My honest opinion is that* our education system needs to be completely revised.

Vocabulary

close a deal with / in person / qualified / promising / revise

Practice ~ Opinion ~

1) Make your own sentences with the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

You are having a business meeting with your client. He is a little worried about the durability of your products. How would you convince him to purchase? (As far as I know...)

Client : I like the design of your products, but I'm a bit worried about its durability.

You : ...

Client : Great. And one more thing. Are you sure that your product could appeal to foreign customers?

You : ...

Situation 2

You are attending a meeting. Your opinion is different from that of the majority. How can you express it politely? (If you ask me...)

Participant : We have to give up penetrating into the market as it's too late.

You : ...

Participant : I see. But how do you make it happen?

You : ...

Situation 3

You are asked to give your opinion. The feasibility study shows that the company's concern is its limited resources. How would you explain it? (It seems to me that...)

Staff member : That would be all. What do you think?

You : ...

Staff member : Yes, you are right, but do you think we can find more resources?

You : ...

3) Choose one company scenario where you are asked to suggest something? Discuss it with your teacher with the expressions you have learned.

Vocabulary

durability / penetrate into / feasibility

Fundamental Expressions

Part 1

Expressing Yourself

~Concern~

Writers worry about the declining interest in reading among the young people.



Writers are very concerned about the declining interest in reading among the young people.

Purpose

- *To learn how to express your concerns or worries.*

Expressions

- ***be very concerned about...***

Meaning : be worried or troubled about something

- ***be a growing concern...***

Meaning : to be a matter of interest or importance

e.g. The increase in production cost is a growing concern that we have to deal with.

- ***One's concern is that...***

Meaning : to point out an issue

e.g. My concern is that the new regulation will force us to reduce prices.

Related expressions

- ***I'm afraid that...***

e.g. I'm afraid that the recession will last for another six months.

- ***feel anxious...***

e.g. It's natural that you feel anxious when you start a new business.

Vocabulary

decline / production cost / regulation / reduce prices / recession

Practice ~ Concern ~

1) *Make your own sentences with the expression you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

Your client believes that his restaurant launching will be successful, but you have your doubts. How would you express your opinion? (be very concerned about...)

Client : I think my restaurant will boom! What do you think?

You : ...

Client : Well... You have a point. Then, what should I do?

You : ...

Situation 2

You are in a meeting about a new product. The facilitator asks your review. You have to point out that the rise of the cost of raw materials will possibly affect the business. How would you refer to it in the meeting? (be growing concern...)

Facilitator : I'd like to have some ideas from the procurement department.

You : ...

Facilitator : We have to take it into consideration.

You : ...

Situation 3

You are having a meeting with your client. The plan regarding the launch of his beauty salon seems excellent. However, you are a bit concerned of its location. How would you tell him about it? (One's concern is that...)

Client : I believe everything is set for my beauty salon.

You : ...

Client : I see... Do you think I should postpone its opening to find a more feasible location?

You : ...

3) *What are your worries? Discuss it with your teacher with the expressions you have learned.*

Vocabulary

launch / doubt / facilitator / procurement department / set for

Fundamental Expressions

Part 1

Expressing Yourself

~Assurance~

I suppose that your proposal will work effectively.



I am convinced that your proposal will work effectively.

Purpose

- To learn how to express one's assurance.

Expressions

- **be convinced that...**

Meaning : be certain of one's belief or opinion

- **There is no question that...**

Meaning : something is certain or definite

e.g. *There is no question that* the consumers are ready to spend more as shown in the chart.

- **It's obvious that...**

Meaning : to be clear

e.g. *It's obvious that* the labor cost for car repairs is very expensive.

Related expressions

- **I'm pretty sure that...**

e.g. *I'm pretty sure that* the fluctuation in sales was caused by the changes in fuel cost.

- **strongly believe that...**

e.g. They *strongly believe that* the economic forecast is discouraging.

Vocabulary

work effectively / definite / labor cost / fluctuation / economic forecast

Practice ~Assurance~

1) Make your own sentences with the expressions you have learned.

2) Answer the following questions with the new expressions.

Situation 1

Your staff member approaches you saying that he is not confident of handling the project. However, you know he can meet your expectations. How would you encourage him?

(be convinced that...)

Staff : I'm not confident enough to do the task.

You : ...

Staff : Thanks. So, how can I manage this project successfully?

You : ...

Situation 2

You and your boss are talking about your proposal. He is not sure whether the team can close a deal with Mr. Kamata. But you are confident as you have already established good rapport with him. How would you explain it? (there is no question that...)

Boss : I'm not sure if we can persuade Mr. Kamata.

You : ...

Boss : I think we can do it. Then, what's the next step?

You : ...

Situation 3

You are in Narita Airport and your flight is delayed. How would you inform your client? (It's obvious that...)

Client : So, do you think you can arrive here on time?

You : ...

Client : Oh, that's too bad. Then, I shouldn't go to the airport, should I?

You : ...

3) Give your opinion and use the expressions you've learned. Do you think that English is a prerequisite for job promotion?

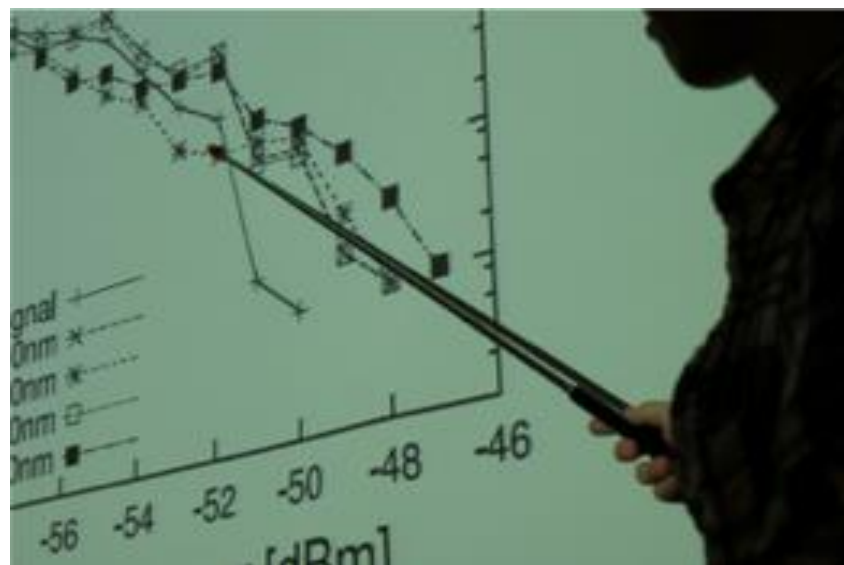
Vocabulary

meet / close a deal with / rapport / persuade / prerequisite

Fundamental Expressions

Part 2

Presenting Facts



Fundamental Expressions

Part 2

Presenting Facts

~Fact~

The population in Japan is shrinking.



Studies show that the population in Japan is shrinking.

Purpose

- *To learn how to present a fact.*

Expressions

- **Studies show that...**

Meaning : there are the activities of examining a subject in detail in order to discover new information

- **We can't change the fact that...**

Meaning : to emphasize certainly

e.g. The company is trying to survive the recession. Therefore, we can't change the fact that next year's budget has many cutbacks.

- **It is only natural that...**

Meaning : quite understandable / have no choice other than that

e.g. It is only natural that the construction of the new stadium for 2020 Tokyo Olympics is expected to begin early next year.

Related expressions

- **As a matter of fact,**

e.g. The electric cars are not completely eco-friendly. As a matter of fact, they consume more fuel.

- **Not surprisingly...**

e.g. Not surprisingly, however, material costs have risen significantly in the last years.

Vocabulary

shrink / budget / cutback / construction / eco-friendly / material cost

Practice ~Fact~

1) *Make your own sentences with the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

You are attending a conference about the leading causes of death in the Philippines. You have read many articles stating cardiac arrest as the major cause. Present the data clearly. (Studies show that...)

Facilitator : What have you found out in your medical research?

You : ...

Facilitator : It's convincing since it's grounded on studies.

You : ...

Situation 2

In a meeting, your boss is considering to cancel the opening of your newest branch. In recent years, the number of customers has declined and you have to deal with it. Emphasize this fact to the group. (we can't change the fact that...)

Boss : How do you think about cancelling the launch?

You : ...

Boss : Are you sure? Do you think we can't pursue it?

You : ...

Situation 3

You and your colleague are talking about his promotion. It has not been decided yet, but you are certain of it as he contributed a lot to the company. How would you express this to him? (it is only natural that...)

You : I've heard that you are going to get a promotion soon.

Colleague : Are you sure? I doubt if I deserve it.

You : ...

3) *What is the news that has surprised you recently? Discuss it with your teacher with the expressions you have learned.*

Vocabulary

cardiac arrest / branch

Fundamental Expressions

Part 2

Presenting Facts

~Problem~

The increase in Japan's utility costs has been a problem.



The issue at hand is the increase in Japan's utility costs.

Purpose

- *To learn how to present issues.*

Expressions

- **the issue at hand**

Meaning : something causes trouble

- **To make matters worse...**

Meaning : to make the situation even more unpleasant or difficult

e.g. To make matters worse, the rise in demand for oil has greatly increased the market prices.

- **The crux of the matter is that...**

Meaning : the critical point of an issue

e.g. The crux of the matter is that they failed to secure enough manpower.

Related expressions

- **...be a dilemma...**

e.g. The issues of the functionality of the new product could be dilemma for our company.

Vocabulary

utility cost / market price / manpower / functionality

Practice ~Problem~

1) Make your own sentences with the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

You are talking to your colleague about the decreasing number of employees. You both think, this could lead to bankruptcy. How would you express this to your boss? (the issue at hand)

Boss : What were you talking about? You two looked so serious.

You : ...

Boss : I see. Do you have any suggestions?

You : ...

Situation 2

Your team is preparing an important presentation. But, there are issues they have to work on. On top of that, your partner is sick and will not be able to help you. How would you report the situation to your boss? (To make matters worse...)

Boss : How's your preparation for next week's presentation going?

You : ...

Boss : I see. How can I help?

You : ...

Situation 3

You didn't attend your friend's wedding and it made her upset because you didn't inform her in advance. How would you explain this? (The crux of the matter is that...)

You : ...

Friend : I understand. But you should have at least called.

You : ...

3) Narrate a difficult situation you were in. What happened and how did you deal with it? Use the expressions you have learned.

Vocabulary

bankruptcy

Fundamental Expressions

Part 2

Presenting Facts

~Assumption~

Many think Japanese are diligent workers.



It is often said that Japanese are diligent workers.

Purpose

- To learn how to present an assumption.

Expressions

- **It is often said that...**

Meaning : something most of us heard or knew

- **be likely to...**

Meaning : to probably happen or is expected

e.g. Smokers are more likely to develop lung cancer.

- **come to the point...**

Meaning : to become a standard

e.g. It has come to the point many online shops offer better refund policies.

Related expressions

- **Conventional wisdom holds that...**

e.g. Conventional wisdom holds that function is more important than appearance. The popularity of iPhone has proven otherwise.

- **be a pattern...**

e.g. Early morning commute causes a lot of stress, and this is a pattern among Japanese workers.

Vocabulary

assumption / diligent / refund policy / appearance / otherwise / impose a lot of stress

Practice ~ Assumption ~

1) *Make your own sentences with the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

You are giving a talk about the health risks of overwork. One participant asks you a question. How would you address it? (It is often said that...)

Participant : I see your point. But my job requires me to work longer hours.

You : ...

Participant : How can employees maintain work life balance?

You : ...

Situation 2

You are in a meeting about hiring a new staff. One of the three candidates qualifies the most as he has a good command of English. How would you explain the candidate's qualifications to your colleague? (be likely to...)

Colleague : So, have you found someone to fill the position?

You : ...

Colleague : Is there anything we have to consider before hiring him?

You : ...

Situation 3

Your co-worker shared over lunch that his friend Sarah found her boyfriend online. You have heard the same story many times before. How would you explain this? (come to the point...)

Friend : Sarah found her boyfriend through the Internet? That's a surprise.

You : ...

Friend : How about you?

You : ...

3) *How do Japanese behave in the following situations. Explain it to your teacher with the expressions you have learned.*

a. *Commuting in public*

b. *Answering calls in public places*

Vocabulary

work life balance

Fundamental Expressions

Part 2

Presenting Facts

~Possibility~

The marketing department might be downsized next year.



There is a strong possibility that the marketing department will be downsized next year.

Purpose

- *To learn how to express possibilities.*

Expressions

- **be a strong possibility...**

Meaning : be more likely to happen

- **be no guarantee...**

Meaning : be unsure whether something will happen or not

e.g. There is no guarantee that our profit will increase by 20% in the next fiscal year.

- **be unlikely...**

Meaning : be not probably going to happen

e.g. It is unlikely that the recession would last for another six months.

Related expressions

- **be a matter of time...**

e.g. It is just a matter of time before several major companies move their manufacturing operations from China to Vietnam.

- **probably..., perhaps..., possibly...**

e.g. Probably, I will give a presentation in front of our boss tomorrow.

Vocabulary

downsize / fiscal year / manufacturing operation / give a presentation

Practice ~Possibility~

1) *Make your own sentences with the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

Your friend caught his girlfriend dating another guy. He asked you for some advice. Explain what might happen to their relationship? (be a strong possibility...)

Friend : I caught my girlfriend cheating!!

You : ...

Friend : What should I do to work this out?

You : ...

Situation 2

You and your colleague are talking about his vacation plans. However, he is very likely to have to work even during the holiday. Considering this situation, what would you suggest? (be no guarantee...)

Colleague : I'm about to reserve a ticket going to Japan this vacation.

You : ...

Colleague : You are right. Should I talk to my boss about it first?

You : ...

Situation 3

You are chatting with your colleague. He wants to be promoted. However, he performs poorly recently and you doubt if he can get the promotion. How would you explain the situation? (be unlikely...)

Colleague : I'm aiming for assistant manager this quarter.

You : ...

Colleague : Oh, well! I guess I'll have to work harder then.

You : ...

3) *How do you see yourself 5 years from now? Explain this to your teacher with the new expressions you have learned.*

Vocabulary

aim for

Fundamental Expressions

Part 3

Defining your Position



Fundamental Expressions

Part 3

Defining your Position

~Agree~

I agree with abolishing tax on incentives.



I am strongly in favor of abolishing tax on incentives.

Purpose

- *To learn how to express agreements to opinions.*

Expressions

- ***be strongly in favor of...***

Meaning : to strongly agree with

- ***be for...***

Meaning : to agree with

e.g. I am for his plan of a rigorous inspection of products prior to shipment.

- ***There is nothing wrong with***

Meaning : no problem / it's all right

e.g. There is nothing wrong with asking for a pay rise.

Related expressions

- ***be absolutely right...***

e.g. It's absolutely right that we are on time, in business.

- ***be appropriate to...***

e.g. It is appropriate to find new sources of revenue if we aim for growth.

Vocabulary

abolish / rigorous / inspection / pay rise / be on time / revenue

Practice ~Agree~

1) *Make your own sentences using the expressions you have learned.*

2) *Answer the following questions with the new expressions.*

Situation 1

You are working as a consultant. Your client presents two plans. Plan A offers the best quality service, but he's undecided. How would you explain your opinion?

(be strongly in favor of...)

Client : I am thinking of choosing planA, but I can't make a final decision yet. What do you think?

You : ...

Client : You sound confident. Why?

You : ...

Situation 2

Your boss invites the whole team for a drink. Your coworker suggests "Asian Pub" for the party. The place can accommodate all of the members. Show your agreement to his proposal.

(be for...)

Coworker : Shall we go to Asian Pub?

You : ...

Coworker : Yeah. The place is not so far from here. Can you make a reservation for twenty?

You : ...

Situation 3

Tom talks to you about his conflict with Mike. He wants to make amends. But he hesitates to do it. How would you encourage him? (There is nothing wrong with)

Tom : I'm not sure if I should talk to Mike. It might make the situation worse.

You : ...

Tom : I hope so. How should I approach him?

You : ...

3) *What Japanese labor regulations do you agree with and why do you think so? Explain this to your teacher with the expressions you have learned.*

Vocabulary

accommodate / make amends / regulation

Fundamental Expressions

Part 3

Fundamental Expressions

Part 3

Defining your Position

~Disagree~

I disagree with you. Don't you think we need to reconsider the budget?



I agree with you up to a point, but don't you think we need to reconsider the budget?

Purpose

- To learn how to oppose an opinion.

Expressions

- **agree up to a point, but...**

Meaning : to agree to some extent but not completely

- **could say that, but...**

Meaning : be partially true, implying another opinion

e.g. You could say that, but how about.

- **may be wrong, but...**

Meaning : your opinion, you want to express it

e.g. I may be wrong, but it seems that your proposal is too costly to realize.

Related expressions

- **seem reasonable, but...**

e.g. That seems reasonable, but customer satisfaction is our top priority.

- **on careful thought...**

e.g. On careful thought, we have to start this right now in order not to miss deadline.

Vocabulary

extent / costly / customer satisfaction / deadline

Practice ~Disagree~

1) Make your own sentences using the you have learned.

2) Answer the following questions with the new phrases.

Situation 1

You and your boss are talking about hiring extra staff in your firm. He is concerned how it would affect the budget, you still want to encourage him as it's time to expand the business.

How would you express your opinion? (agree up to a point, but...)

Boss : I'm concerned about the cost it requires. As you know, our budget is limited.

You : ...

Boss : By the way, what sort of staff would be needed in our company?

You : ...

Situation 2

During the meeting on the promotion of a new product, your co-worker suggests giving a 50% discount to the first 100 customers. However, you think this wouldn't work. How would you explain this to your coworker? (could say that, but...)

Coworker : So, what do you think of the proposal?

You : ...

Coworker : I understand your point, then. Do you have any better ideas?

You : ...

Situation 3

In a meeting, you are discussing plans for a business expansion. You think that it would be better not to go for it due to the current unstable market condition. How are you going to raise this point? (may be wrong, but...)

Participant : I would suggest to further expand our business.

You : ...

Participant : Could you be more specific?

You : ...

3) Have you experienced not being able to express your disagreement to an opinion? Discuss with your teacher and explain why. How would you have done it using the expressions you have learned?

Vocabulary

sort / unstable

Fundamental Expressions

Part 3

Defining your Position

~Neutral position~

I don't know whether we should hold the 2020 Tokyo Olympics.



There are pros and cons to holding the 2020 Tokyo Olympics.

Purpose

- *To learn how to express your neutral position.*

Expressions

- ***There are pros and cons to...***

Meaning : there are good and bad aspects

- ***to see both sides of the argument...***

Meaning : to acknowledge good and bad aspects of the opinion

e.g. I see both sides of the argument about the launch of a new television ad as part of the promotion.

- ***The answer is yes and no...***

Meaning : to agree and disagree with an idea

e.g. Is it convenient to own a vehicle with a state-of-the-art navigation system? The answer is yes and no.

Related expressions

- ***to think something is fair...***

e.g. I think it is fair rule for customers to sue the manufacturer if the parts were not made to specification.

Vocabulary

hold / acknowledge / promotion / state-of-the-art / specification

Practice ~Neutral position~

1) *Make your own sentences using the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

Your coworker proposes to minimize the budget for a project. While you think that his suggestion might work, it might delay the accomplishment of the project. How would you point out the advantages and disadvantages of the proposal? (There are pros and cons to...)

Coworker : As we are running low on budget, I would like to make this proposal.

You : ...

Coworker : We can't have both of them. We have to decide which we should take.

You : ...

Situation 2

Your friends, Tom and Sarah, have different opinions for their travel itinerary. Tom prefers a car rental to save time, whereas Sarah suggests commuting to save money. How would you acknowledge both opinions? (to see both sides of the argument...)

Tom : Sarah and I are arguing about the itinerary.

You : ...

Tom : Yeah. How would you strike a balance between the two?

You : ...

Situation 3

Your colleague suggests selling the property located in the city center. The money can be invested into a new business, but the property is in a strategic location. How would you illustrate both your agreement and disagreement to this idea? (The answer is yes and no...)

Colleague : Why don't we sell the property we have in the city center?

You : ...

Colleague : Could you be more specific?

You : ...

3) *Have you had difficulty choosing between two choices of equal value? Explain it to your teacher using the expressions you have learned.*

Vocabulary

itinerary / whereas / commute / property / strategic / strike a balance

Fundamental Expressions

Part 3

Defining your Position

~Judgment~

As a sales representative, I think we need more budget.



As a sales representative, I definitely consider the budget to be too small.

Purpose

- *To learn how to express judgment.*

Expressions

- **consider A to be B...**

Meaning : believe that A is B

- **it is safe to say...**

Meaning : not an exaggeration to say / not too much to say

e.g. I think it is safe to say that we bought this car because of its excellent mileage.

- **all things considered...**

Meaning : taking everything into account

e.g. All things considered, experts expect inflation rates to be less than 2%.

Related expressions

- **As far as one is concerned...**

e.g. As far as I'm concerned, no one in our team will see any advantage in this project.

- **In one's experience...**

e.g. In my experience as a human resource staff, I definitely consider him to be the most qualified candidate.

Vocabulary

sales representative / exaggeration / mileage / inflation / human resource staff

Practice ~Judgment~

1) Make your own sentences using the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

You are in a meeting about launching a new business that your boss and his team have been working on for three months. However, in your opinion, there are still some matters to be addressed before the launch. How would you express it? (consider A to be B...)

Boss : It's time to launch this business.

You : ...

Boss : Why do you think it's too early to do it?

You : ...

Situation 2

You and your friend are talking about the trip with your wife this coming vacation. He asks you why you chose Kyoto over other places. There are several reasons that make the place an ideal destination. How would you describe the reason to him? (It is safe to say...)

Friend : Why did you choose Kyoto over other cities?

You : ...

Friend : Don't you have other places you want to visit with your wife?

You : ...

Situation 3

You are asked to present your project plan to your boss in a business meeting. You've put a lot of information together, such as current market condition, possible risks, and the potential to succeed. How would you explain it to your boss? (all things considered...)

Boss : Okay! Let me see the report regarding the project.

You : ...

Boss : Be more specific. How did you reach that point?

You : ...

3) What item do you consider to be too expensive (or cheap) in Japan? Explain it to your teacher using the expressions you have learned.

Vocabulary

potential / be addressed

Fundamental Expressions

Part 4

Working with Someone



Fundamental Expressions

Part 4

Working with Someone

~Request~

I want you to extend the deadline of this project.



I was wondering if you could extend the deadline of this project.

Purpose

- *To learn how to make a request and affirm opinions.*

Expressions

- ***I was wondering if you could...***

Meaning : asking someone to do something in a polite way

- ***Would you mind if...?***

Meaning : Would it bother you if...?

e.g. Would you mind if you preside the meeting at 1:30 pm?

- ***Would you...?***

Meaning : to express a request expecting voluntary compliance

e.g. Would you change the payment terms for us?

Related expressions

- ***be possible for somebody to do...?***

e.g. Is it possible for me to use this computer until my laptop is fixed?

- ***Could you do me a favor?***

e.g. Could you do me a favor? Could you revise the purchase order as the pricing is incorrect?

Vocabulary

extend / preside / compliance / change the payment terms / revise the purchase order

Practice ~Request~

1) Make your own sentences using the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

Your client is asking you to have the products delivered in two weeks, but you think it is impossible. You would like to ask for one-week extension. How would you ask your client politely? (I was wondering if you could...)

Client : I'd like you to have the products delivered in two weeks.

You : ...

Client : I'm afraid that is not possible. We are willing to pay extra to compensate meeting the deadline.

You : ...

Situation 2

On a plane, you wish to recline your seat. However, someone is sitting at your back. How would you ask politely? (Would you mind if...?)

You : ...

Man : No. By all means.

You : ...

Man : Yes! I can also tell that you sound American.

Situation 3

You are busy in the office. You need your secretary's help in printing your report. How would you ask your secretary in a polite manner? (Would you...?)

Secretary : You look so busy. Is there anything I can do for you?

You : ...

Secretary : Sure. Where should I put them after printing?

You : ...

3) How can the leaders in your country help improve the living condition of the people? Discuss this with your teacher using the expressions you have learned.

Vocabulary

compensate

Fundamental Expressions

Part 4

Working with Someone

~Confirmation~

Pardon? Is the client refusing to compromise on the suggested price?



Do you mean that the client is refusing to compromise on the suggested price?

Purpose

- *To learn how to clarify or confirm.*

Expressions

- ***Do you mean that...?***

Meaning : asking confirmation

- ***Could you be more specific?***

Meaning : asking someone to be much clearer about his or her opinion

e.g. You explained that our profit margin has shrunk due to increasing material cost. Could you be more specific?

- ***Are you telling me that...?***

Meaning : to make sure...

e.g. Are you telling me that we were not greatly affected by the changes in the exchange rate last quarter?

Related expressions

- ***Just to make sure...***

e.g. Just to make sure, did you get the e-mail about the meeting agenda?

- ***Could you give me an example?***

e.g. Your company has a great compensation package. Could you give me an example?

Vocabulary

compromise / profit margin / exchange rate / agenda / compensation package

Practice ~Confirmation~

1) *Make your own sentences using the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

Your employee suggests that DEF Inc. can supply your company with high-quality materials. However, at present, you source the materials through ABC Inc. How would you clarify his ideas? (do you mean that...)

Employee : DEF Inc. can supply us with high-quality materials.

You : ...

Employee : Yes. We should double the effort to reduce the cost.

You : ...

Situation 2

In a business meeting, one of your colleagues proposes improving employee performance. Being new to that field, you haven't clearly understood his proposition. How would you ask him to elaborate further? (Could you be more specific?)

Colleague : This is how we can improve employee performance. What do you think?

You : ...

Colleague : I mean that our boss should let us work with less supervision.

You : ...

Situation 3

You heard from your friend that John and Jessica are not in good terms now. You're worried and you want to make sure of the situation. How would you confirm it?

(Are you telling me that...)

Friend : Something is up about John and Jessica. They haven't been talking to each other.

You : ...

Friend : Yes. Are you going to talk to them?

You : ...

3) *Ask your teacher, "What significant change have you seen in your country recently?". Ask him/her further details using the expressions you have learned.*

Vocabulary

double / elaborate / supervision

Fundamental Expressions

Part 4

Working with Someone

~Suggestion~

You should take part in the upcoming product training.



Why don't you take part in the upcoming product training?

Purpose

- *To learn how to propose.*

Expressions

- **Why don't you...?**

Meaning : making a suggestion

- **Would you like to...?**

Meaning : offering something or inviting in a polite way

e.g. Would you like to reduce our expenditures by 10%?

- **Shall we...?**

Meaning : making a suggestion

e.g. Shall we go on to the next topic?

Related expressions

- **How about V-ing...?**

e.g. How about going to the break room for a while? You look so tired.

- **You really ought to...**

e.g. You really ought to talk to the quality control immediately if any defects are found.

Vocabulary

take part in / upcoming / expenditure / break room / defect

Practice ~Suggestion~

1) *Make your own sentences using the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

You are talking to your business partner. He is looking for a Japanese restaurant in Cebu. Having been in Cebu for long, you are familiar with many restaurants. How would you suggest a good dining place? (Why don't you...?)

Partner : I prefer eating Japanese cuisine.

You : ...

Partner : Really? How can I get there?

You : ...

Situation 2

You and your coworker are about to have lunch outside. How would you invite your boss to go with you? (Would you like to...?)

Boss : How's it going? Have you already finished lunch?

You : ...

Boss : Sure. Which restaurant are you going?

You : ...

Situation 3

A meeting starts in a few minutes. The members are busy sharing ideas for today's agenda. As a boss, how would you call their attention? (Shall we...?)

You : ...

Participant : I heard you are going to be assigned in Japan to take charge of the new branch.

You : ...

3) *If you were to suggest a company policy to your superior, what would it be and why?*

Explain it to your teacher with the expressions you have learned.

Vocabulary

cuisine / take charge

Fundamental Expressions

Part 4

Working with Someone

~Making sure~

Don't forget to arrange a meeting with the human resource department.



Can I just remind you to arrange a meeting with the human resource department?

Purpose

- To learn how to remind someone.

Expressions

- **Can I just remind you to...**

Meaning : to make someone remember things

- **Try to remember that...**

Meaning : to make someone not to forget things

e.g. Try to remember that you need to have your boss sign your reimbursement.

- **Please make sure to...**

Meaning : to take special care to do something

e.g. Please make sure to start your business with bigger capital, otherwise you won't make it.

Related expressions

- **be not allowed to...**

e.g. We are not allowed to leave the air conditioners on when nobody is in the office.

- **just a quick reminder.**

e.g. This is just a quick reminder. The upcoming conference call is only July 17th.

Vocabulary

human resource department / expense slips / reimbursement / capital / leave something on

Practice ~Making sure~

1) Make your own sentences with the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

You are attending a conference next week. You have already asked your assistant to reserve a seat for you. How would you remind him? (Can I just remind you to...)

Assistant : Here's the file you requested. Is there anything else you'd like me to do, Mr. Yamamoto?

You : ...

Assistant : I've already reserved the seat for you. I sent the minutes of the conference by email. Would you like me to send it to you again?

You : ...

Situation 2

You are an elementary school teacher. Your students easily forget their homework. How would you remind them about it? (Try to remember that...)

Student : Teacher, can I go home now? My favorite TV show is about to start!

You : ...

Student : Can I play when I'm done with my homework?

You : ...

Situation 3

Three days ago, you asked your associate to make 20 copies of the agenda for today's meeting. He is a new staff and tends to forget what you order. How would you remind him? (Please make sure to...)

You : ...

Tom : I totally forgot. I'll prepare them now.

You : ...

3) If you were to talk to the following people: what would you remind him?

a. Your country's Prime Minister

b. Mark Zuckerberg

c. A famous celebrity

Explain it to your teacher with the expressions you have learned.

Vocabulary

the file / Prime Minister / celebrity

Fundamental Expressions

Part 5

Emphasizing Remarks



Fundamental Expressions

Part 5

Emphasizing Remarks

~Example~

The prototypes malfunctioned. For example, they suddenly stopped in motion.



The prototypes malfunctioned. Case in point, they suddenly stopped in motion.

Purpose

- *To learn how to express persuasive remarks using examples.*

Expressions

- **Case in point**

Meaning : an example of what you are talking about

- **such as...**

Meaning : used before a noun or noun phrase to add emphasis

e.g. Her extra-curriculars such as volunteer work, varsity and academic club appeal to them.

- **A typical example of A is B...**

Meaning : to illustrate one of the most common examples of a general idea

e.g. A typical example of the features of electric cars is their eco-friendliness.

Related expressions

- **To give one example...**

e.g. The chart shows that the outlook on our sales for this year is grim. To give one example, the dollar rate against yen has been low.

- **Let's say...**

e.g. I'm quite experienced in this field. Let's say, it has been almost twenty years since I got involved.

Vocabulary

prototype / malfunction / extra-curriculars / eco-friendly / outlook / grim

Practice ~Example~

1) Make your own sentences using the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

You are having a conversation with your boss about the recent poor performance of the employees. You think it's due to poor fringe benefits. How would you present this idea?

(Case in point)

Boss : Why do you think the employees are performing poorly?

You : ...

Boss : I understand it, but profit comes first.

You : ...

Situation 2

In an interview, you are asked how you overcame challenges at work/school. Present some situations on how you coped with them. Use details to support your answer. (such as...)

Interviewer : Talk about the challenges you went through and how you overcame them.

You : ...

Interviewer : I'd like to hear more about the last one you've just mentioned.

You : ...

Situation 3

You are discussing the ways to promote a new product. You think placing advertisements on TV is the most effective. How would you explain this to your boss?

(A typical example of A is B...)

Boss : Do you have any good ideas to promote our new product?

You : ...

Boss : It's not quite new when it comes to promotion. Why do you think so?

You : ...

3) What are your strengths and weaknesses? Explain them to your teacher and give some examples with the expressions you have learned.

Vocabulary

fringe benefit / cope with

Fundamental Expressions

Part 5

Emphasizing Remarks

~Importance~

I suppose that we can't afford to spend a lot of money on unprofitable areas.



The bottom line is that we can't afford to spend a lot of money on unprofitable areas.

Purpose

- *To learn how to highlight remarks or tasks.*

Expressions

- **bottom line...**

Meaning : the most important thing in a situation

- **The point to be emphasized...**

Meaning : to show that something is very important

e.g. The point to be emphasized is that our sales is better this year, but our profit margin is shrinking.

- **all you have to do is (that)...**

Meaning : all the things you need to do

e.g. All you have to do is call him as soon as you reach your destination.

Related expressions

- **What matters...**

e.g. What really matters is that consumers are bracing for a price increase in agricultural products due to drought.

- **No matter what it takes...**

e.g. No matter what it takes, we have to reach our sales target for this year.

Vocabulary

can't afford to / destination / brace / drought / sales target

Practice ~Importance~

1) Make your own sentences using the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

You are in a meeting and discussing the reason why the company's sales is shrinking. It seems to you that the major reason is the lack of employees. How would you express it to your boss? (bottom line...)

Boss : We have to take some steps to prevent our sales from decreasing any further.

You : ...

Boss : Well... But hiring more employees costs a lot. How would you deal with it?

You : ...

Situation 2

You and your colleague are talking about the schedule of the business trip. Your biggest concern is the unavailability of an alternative in case you miss the flight. How would you express this to him? (the point to be emphasized...)

Colleague : We talked a lot about our upcoming business trip. How can we be sure not to be late?

You : ...

Colleague : I think so. What time should we leave?

You : ...

Situation 3

Your assistant is talking about having some trouble multitasking. You need three reports to be submitted to your clients within a week. Express your request and give advice as to how she can manage the tasks. (all you have to do is that...)

Assistant : I'm in trouble. There are many things to be accomplished.

You : ...

Assistant : Thanks. Do you have anything to add in the reports?

You : ...

3) What is the biggest decision you have ever made? Why did you decide to do it? Explain it to your teacher with the expressions you have learned.

Vocabulary

alternative / shrink

Fundamental Expressions

Part 5

Emphasizing Remarks

~Condition~

We won't expand our business since we are not sure of its feasibility.



Provided that our business is feasible, we can expand it further.

Purpose

- *To learn how to emphasize conditions.*

Expressions

- **Provided that...**

Meaning : if, or only if

- **otherwise...**

Meaning : or else, if not

e.g. Please make sure to indicate our company name on your business trip. Otherwise, you can't get a corporate discount.

- **unless...**

Meaning : except if...

e.g. Unless you talk to your boss right now, you will be fired for negligence.

Related expressions

- **Once...**

e.g. Once the engine parts are approved, the mass production can commence.

- **as long as...**

e.g. As long as we do business with ABC company, the lead time for engine-part shipment will be shorter than others.

Vocabulary

indicate / corporate discount / negligence / mass production / lead time

Practice ~Condition~

- 1) Make your own sentences using the expressions you have learned.
- 2) Answer the following questions with the new phrases.

Situation 1

Your team is working on a big project but many of the members are anxious. However, you think this can be avoided with full cooperation. How would you encourage the team to continue taking the challenge? (Provided that...)

Member : I doubt if we can get the project done successfully. Do you think we should pursue it?

You : ...

Member : Exactly. Why do you think full cooperation is needed?

You : ...

Situation 2

A meeting in the head office is about to start, but you and your co-worker are stuck in heavy traffic. Taking an alternative route would be a good solution not to be late. How would you persuade your colleague? (otherwise...)

Colleague : We've been stuck in for almost thirty minutes.

You : ...

Colleague : Yes. I'm going to call our boss to inform him. What should I tell him about it?

You : ...

Situation 3

You are having a conversation with one of your associates about the reports that should be submitted to your clients in two days. He thinks it is easy to complete the task, but you assume it requires concentration and hard work. How would you explain this to him? (unless...)

Associate : We can easily complete the reports in two days. Do you think so?

You : ...

Associate : Really? Then, should we ask our clients for one-week extension for the deadline?

You : ...

- 3) Why do you think getting a promotion needs hard work? What is the thing you think you can't achieve without hard work? Explain it to your teacher with the expressions you have learned.

Vocabulary

commence / stuck in / assume / route

Fundamental Expressions

Part 5

Emphasizing Remarks

~Supporting data~

I suppose that the demand for smartphones is increasing.



Based on our analysis, the demand for smartphones is increasing.

Purpose

- *To learn how to present supporting data.*

Expressions

- ***Based on our analysis...***

Meaning : based on the research or study

- ***Stem from...***

Meaning : to come from something; to cause to happen

e.g. His success in business stems from always trying to come up with an effective business scheme.

- ***little is known about...***

Meaning : not very much is known about

e.g. Little is known about why his stake in the profits was much lower than expected.

Related expressions

- ***against a backdrop of...***

e.g. The conference took place against a backdrop of increasing political awareness.

- ***a credible hypothesis...***

e.g. A credible hypothesis is Thomas Inc. will be banned from the market because of its violation.

Vocabulary

analysis / business scheme / stake / political awareness / violation

Practice ~Supporting data~

1) *Make your own sentences using the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

The population statistics shows that the number of old people in Japan is increasing and is considered a major concern. This needs to be controlled as it poses a lot of problems. How would you present this data to your colleague? (Based on our analysis...)

Colleague : You may now present the data.

You : ...

Colleague : How can we deal with it?

You : ...

Situation 2

You and your colleague are discussing why your company failed to sign a contract with ABC company. In your opinion, it is due to the project plan that didn't meet customer's demands. How would you explain this? (Stem from...)

Colleague : Why do you think we failed to sign the contract with ABC company?

You : ...

Colleague : How can we see our customers' needs?

You : ...

Situation 3

You and your boss are discussing the ways to expand your business. Your team is planning to venture into a new business, but none has the experience and expertise in the field. Please illustrate the situation to your boss. (little is known about...)

Boss : First, let me see our plans for our business expansion.

You : ...

Boss : That sounds really difficult. How do you think we can break through it?

You : ...

3) *What specific news article caught your attention recently? Explain the details with the expressions you have learned.*

Vocabulary

pose / expertise / expand / venture / break through

Fundamental Expressions

Part 6

Supporting Opinions



Fundamental Expressions

Part 6

Supporting Opinions

~Reason~

The government did not prepare for the typhoon. Many people suffered.



The government did not prepare for the typhoon. For this reason, many people suffered.

Purpose

- *To learn how to give reasons.*

Expressions

- **For this reason...**

Meaning : accordingly, because of this

- **on the grounds that...**

Meaning : for the reason that

e.g. Many critics have objected to the proposal on the grounds that it would be too costly.

- **Accordingly...**

Meaning : in a way that suits the situation

e.g. Our company is willing to support any kind of sales activity. Accordingly, all out-of-pocket expenses are subject to reimbursement.

Related expressions

- **because of ...**

e.g. Because of the Asian crisis, the company's profits fell by 15% in 2007.

- **there is no reason to believe that...**

e.g. Although Steve Jobs dropped out of college for the first six months, there is no reason to believe that he did it just because he couldn't keep up with it.

Vocabulary

out-of-pocket expenses / reimburse / fall by...% / keep up with / object

Practice ~Reason~

1) *Make your own sentences using the expressions you have learned.*

2) *Answer the following questions with the new expressions.*

Situation 1

You are supposed to meet your co-worker during the weekend, but you couldn't come because of an emergency. Call him and explain your situation. (For this reason...)

Co-worker : Hello? What's up?

You : ...

Co-worker : I see. You don't need to worry about that. Is there anything I can do for you?

You : ...

Situation 2

You are having an interview and being asked about your qualifications. You have a good command of English, advanced computer skills, as well as good interpersonal skills that would be beneficial to the company. How would you convince the interviewer that you are qualified for the position? (on the grounds that...)

Interviewer : Why should we hire you?

You : ...

Interviewer : Could you be more specific about your interpersonal skills?

You : ...

Situation 3

Your friend asks you about your career change plans, despite being employed in a huge company. The main reason you are leaving is that your company doesn't offer an opportunity to work abroad. Explain this situation to your friend. (Accordingly...)

Friend : I'm so curious. Why are you leaving such a big company?

You : ...

Friend : What are you planning to do next?

You : ...

3) *Why did you choose your previous or present company over others? Explain the reasons to your teacher with the expressions you have learned.*

Vocabulary

interpersonal skill / qualification / beneficial

Fundamental Expressions

Part 6

Supporting Opinions

~Solution~

We're going to tackle the issue using this plan.



There are a lot of solutions to the problem, but this is the only way to tackle the issue.

Purpose

- *To learn how to present solutions.*

Expressions

- **the only way...**

Meaning : the best method

- **an alternative way to...**

Meaning : another solution to

e.g. Buying real estate properties is an alternative way to invest your money.

- **measures to...**

Meaning : steps to...

e.g. We must at least take some measures to improve sales the problem won't just go away.

Related expressions

- **to remedy...**

e.g. We can reduce our expenditures by 10% to remedy profit loss.

Vocabulary

tackle / real estate / profit loss

Practice ~Solution~

1) *Make your own sentences using the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

You are attending a meeting with your client to discuss the strategy to increase company sales. As a marketing director, you've helped a lot of firms increase their profits. One of the best methods is to put more advertisements on smartphones. How would you propose this to your client? (The only way...)

Client : How do you think you could help me boost our sales?

You : ...

Client : I see. Can we discuss this more comprehensively?

You : ...

Situation 2

You and your friend are talking about parenting methods. He bribes his son with toys for him to perform better in school. However, his son became addicted to gadgets, instead. Discuss the negative effects of bribing and suggest other methods. (an alternative way...)

Friend : I give toys to my son to motivate him to study, but it isn't effective.

You : ...

Friend : Umm... So how do you discipline your kids?

You : ...

Situation 3

As a boss, you want to implement that workers should strictly meet the deadlines. Your assistant is worried about the staff's reactions regarding the proposal, but you believe it is necessary to take this into action. How would you emphasize this? (measures to...)

Assistant : I'm a little worried about our staff's reactions.

You : ...

Assistant : I see. When will this take effect?

You : ...

3) *What are your approaches to studying English? Do you have other methods to master the language? Explain it to your teacher with the expressions you have learned.*

Vocabulary

strategy / comprehensively / bribe / addicted / implement

Fundamental Expressions

Part 6

Supporting Opinions

~Purpose~

You have to motivate your employees to meet customer's expectations.



Motivating employees *plays a significant role in* meeting customer's expectations.

Purpose

- *To learn how to state a purpose.*

Expressions

- *play a significant role in...*

Meaning : to be involved in something important

- *so that ...*

Meaning : in order that

e.g. The holiday schedule for 2017 is posted on the bulletin board so that everyone can see it.

- *to ensure...*

Meaning : to make sure, certain or safe

e.g. To better ensure our customers' safety, we have made standard airbags on all models.

Related expressions

- *for the purpose of...*

e.g. Our head office has to be kept out for two weeks for the purpose of expansion.

Vocabulary

motivate / meet someone's expectation / bulletin board / expansion

Practice ~Purpose~

1) Make your own sentences using the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

Your company hires a new assistant. His major task is to assist your boss in dealing with complaints. How would you emphasize the importance of his task?

(play a significant role in...)

Assistant : It's my pleasure to work with you. May I know the scope of my work?

You : ...

Assistant : I see. Could you give me some advice?

You : ...

Situation 2

You are attending a meeting regarding company advertising. You propose to place company ads on local newspapers as you only target the people in your area. How would you make your suggestion persuasive? (so that...)

An attendee : How would you advertise our company?

You : ...

An attendee : But don't you think we should expand our target range?

You : ...

Situation 3

One of your associates is going to give his presentation to his clients. As his boss, you want to suggest providing copies of the presentation, so the participants can understand its contents. How would you encourage him to do it? (to ensure...)

Associate : I'm really nervous as it's my first time to give a presentation.

You : ...

Associate : That's a good idea. Thank you. Do you have more suggestions?

You : ...

3) What do you think is the important factor to consider when studying English? Explain it to your teacher with the expressions you have learned.

Vocabulary

scope / persuasive / target range

Fundamental Expressions

Part 6

Supporting Opinions

~Option~

Both customer satisfaction and sizable profit are equally important.



You can't choose between customer satisfaction and sizable profit.

Purpose

- *To learn how to present the options.*

Expressions

- **can't choose between A and B**

Meaning : both options are important

- **have no choice but to...**

Meaning : there is only one option

e.g. We have no choice but to contact our affiliate company in Los Angeles as we can't deal with this issue anymore.

- **...be one's choice**

Meaning : be one's preference

e.g. A high rate of return on investment would be my choice, if you ask me.

Related expressions

- **...be not an attractive option...**

e.g. Being dependent on our subcontractors isn't such an attractive option.

- **there is an option to...**

e.g. There is an option to rent a photocopier as it's cheaper than to buy one.

Vocabulary

sizable profit / affiliate company / return / subcontractor

Practice ~Option~

1) *Make your own sentences using the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

You are discussing the ways to expedite production. One participant suggests increasing the labor force and another proposed extending the working hours. How would you show the importance of both options in solving the problem? (can't choose between A and B)

Participant1 : My idea is different from Tom's. I would suggest working longer hours.

You : ...

Participant2 : Do you think it's possible? If so, how can we do that?

You : ...

Situation 2

A customer needs a project done in a week. The only way to meet the deadline is to cancel the out-of-town team building activity. How would you explain this decision to your staff? (have no choice but to...)

Member : Are you telling me that we can't push through the team activity?

You : ...

Member : I understand the situation. How will you explain this to other members?

You : ...

Situation 3

You are dining out with your friend. You are craving for the restaurant's bestseller. How would you show your preference to him? (...be one's choice)

Friend : What would you like to eat?

You : ...

Friend : Sounds good. How about drinks?

You : ...

3) *What would you prefer, being an entrepreneur, being an employee or being a billionaire?*

Explain it to your teacher with the expressions you have learned.

Vocabulary

expedite / dining out / crave / entrepreneur / labor force / push through

Fundamental Expressions

Part 7

Comparing Opinions



Fundamental Expressions

Part7

Comparing Opinions

~Similarity~

The previous and recent surveys are the same.



I don't see any differences between the previous and the recent surveys.

Purpose

- *To learn how to describe similarities.*

Expressions

- ***not see any differences between A and B***

Meaning : to show nothing in contrast

- ***Likewise***

Meaning : in the same way, or in a similar way

e.g. We have been leaders in the market share for fifteen years now. Likewise, the customers consider us as the best providers in the area.

- ***A is similar to B in that...***

Meaning : be alike in a certain manner

e.g. The product of Motor Inc. is quite similar to yours in that it needs upgrades.

Related expressions

- ***at the same time***

e.g. If there is a price increase, you can't expect consumption to rise at the same time.

- ***A the same as B***

e.g. Students might develop habits the same as their teachers'.

Vocabulary

survey / consumption

Practice ~Similarity~

1) *Make your own sentences using the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

You are attending a conference regarding gender equality. The host asks you the differences between male and female leaders. You think both perform effectively. How would you respond to him? (not see any differences between A and B)

Host : Do you think male and female leaders are different?

You : ...

Host : That's interesting. Why do you think so?

You : ...

Situation 2

You and your associate are talking about the common characteristics most Japanese men have. They are hesitant to approach women. They are scared to start their own business. You believe it is because they are afraid to fail. How would you express this idea to him? (Likewise...)

Associate : Why are Japanese men shy to approach women?

You : ...

Associate : How do you think you can change this characteristic?

You : ...

Situation 3

You are working as a teacher in the Philippines. Your students ask you about the similarities between the Japanese and Filipinos. How would you express your idea?

(A is similar to B in that...)

Student : It seems to me that Japanese and Filipinos are quite similar. What do you think about it?

You : ...

Student : Really? What about their differences?

You : ...

3) *Choose a friend or a family member and explain how you are alike. Use the expressions you have learned.*

Vocabulary

gender equality

Fundamental Expressions

Part7

Comparing Opinions

~Difference~

You have to talk to your clients in person.



There is a big difference between talking to your clients in person and just sending them emails.

Purpose

- *To learn how to show differences.*

Expressions

- ***There is a difference between A and B***

Meaning : to show differences between two or more situations

- ***...be not the same thing at all***

Meaning : be totally different

e.g. Your business principles and your clients are not the same thing at all.

- ***unlike...***

Meaning : different from before

e.g. Unlike before, they are demanding for a high royalty.

Related expressions

- ***as opposed to...***

e.g. We have changed the product design, which the boxes are made of plastic, as opposed to ABC company's, are made of wood.

- ***differ from...***

e.g. I differ from those who insist that the acquisition has to be approved by the government's anti-trust committee.

Vocabulary

in person / principle / royalty / be made of / acquisition / anti-trust committee

Practice ~Difference~

- 1) *Make your own sentences using the expressions you have learned.*
- 2) *Answer the following questions with the new phrases.*

Situation 1

In an interview, you share how learning English in the Philippines improved your English skills. An interviewer asks you about the difference between learning English in the Philippines and in Japan. How would you explain it to the interviewer?

(There is a difference between A and B)

Interviewer : Do you think visiting the Philippines helped you enhance your English skills?

You : ...

Interviewer : Great. And how do you think you can enhance it further?

You : ...

Situation 2

You are attending a meeting to discuss a new project that your team is going to launch. Your team is confident enough to accomplish the project. However, as a boss, you think they have to be aware of unanticipated issues and problems. How would you show it to them?

(...be not the same thing at all)

Member : I think everything will be all right.

You : ...

Member : You are right. Do you think we have to work more on the project?

You : ...

Situation 3

You are having an interview. You are asked why you are looking for a job in the Philippines. You think working in the country is a good opportunity to acquire good English skills. How would you illustrate this to him? (Unlike...)

Interviewer : Why do you want to work in the Philippines?

You : ...

Interviewer : I see. English is in demand now. How do you think you can cope with the change?

You : ...

- 3) *How has your view about working abroad changed for the past three years? Explain it to your teacher with the expressions you have learned.*

Vocabulary

enhance / unanticipated

Fundamental Expressions
Part 7
Comparing Opinions
~Comparison and Contrast~

We need more feedbacks to improve our products.



The more feedbacks we get, *the more* we can improve our products.

Purpose

- *To learn how to compare and contrast.*

Expressions

- ***the more..., the more...***

Meaning : to express that two things vary together

- ***nothing is more... than A***

Meaning : A is the best

e.g. Nothing is more important than securing personal information with online transactions.

- ***all the more... (because...)***

Meaning : to even more

e.g. That ad is all the more outstanding because it's beautifully designed and presented.

Related expressions

- ***By any standard...***

e.g. By any standard, the presentation appeals to a wide range of consumers.

- ***no less than...***

e.g. Our company reinvents no less than 20% of our profits into R&D.

Vocabulary

transaction / outstanding / a wide range of / reinvent / R&D(Research and Development)

Practice ~Comparison and Contract~

1) Make your own sentences using the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

You are in a meeting about a recruitment plan. Your boss can't decide and asks your opinion about the possible outcomes of hiring more employees. Explain the advantages and disadvantages of the said plan. (the more..., the more...)

Boss : Should we hire more employees?

You : ...

Boss : It sounds good. How would you deal with the drawbacks?

You : ...

Situation 2

In a meeting, your team is discussing how to make its service more appealing to the customers. You believe customer satisfaction comes first. Explain this to the members with the expressions you have learned today. (Nothing is more... than...)

Member : How can we make our service more appealing to our customers?

You : ...

Member : Could you give me one example of your proposal?

You : ...

Situation 3

You are talking to your friend about the restaurant you went to last night. You are satisfied with the food and above all, its excellent service. Please explain this to your friend. (all the more...because)

Friend : How was your dinner yesterday?

You : ...

Friend : Yeah. How did you find the restaurant? I will recommend it to some of my friends.

You : ...

3) What makes you healthy? Explain this to your teacher with the expressions you have learned.

Vocabulary

recruitment / drawback / appealing

Fundamental Expressions

Part7

Comparing Opinions

~Correlation~

Our boss frequently reminds us that the demands of our clients and stockholders are equally important.



Our boss frequently reminds us to strike a balance between the demands of our clients and those of our stockholders.

Purpose

- *To learn how to refer to the connections between two things.*

Expressions

- ***strike a balance between A and B***

Meaning : to accept parts of both things in order to satisfy some of the demands of both sides

- ***have nothing to do (with)...***

Meaning : to not involve someone or something

e.g. His resignation had nothing to do with the merger with the ABC company that the board unanimously approved.

- ***have something in common with...***

Meaning : to share the same interests or have similar characteristics

e.g. The specifications of his project plan have something in common with what his competitor did.

Related expressions

- ***There is no correlation between A and B***

e.g. There is no correlation between his work experience and the performance we expect from him.

Vocabulary

stockholder / resignation / merger / unanimously / work experience

Practice ~Correlation~

1) *Make your own sentences with the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

You are having a conversation with your boss and co-worker about the promotion of a new product. Your boss suggests TV commercial over print ads. You believe that both should be considered since you target both young and old consumers. Present your idea.

(strike a balance between A and B)

Co-worker : Considering our limited budget, I think we should go for print ads.

You : ...

Boss : What makes you think so?

You : ...

Situation 2

In a meeting, the board of directors are limiting the qualifications for hiring employees. They're looking for applicants at least 3 years of experience. But you think that the position doesn't requires any experience or skills. How would you show your idea?

(has nothing to do [with]...)

Director : How about requiring our applicants at least three years of experience?

You : ...

Director : But, don't you think it's better to hire those who have expertise?

You : ...

Situation 3

In an interview, you are asked how you can work in a factory given that your previous work was related to sales. You think it's manageable as you know how to deal with various kinds of workers. Emphasize this to the interviewer. (have something in common with...)

An interviewer : How will your job experience benefit our factory?

You : ...

An interviewer : That makes sense. Do you think you are the kind of person who can easily get along with people?

You : ...

3) *What do you have to work on in your job or your studies currently? Explain it to your teacher using the expressions you have learned.*

Vocabulary

applicant / manageable / get along with

Fundamental Expressions

Part 8

Presenting Outcomes



Fundamental Expressions

Part8

Presenting Outcomes

~Advantages~

In particular, you must have some schemes in launching a new business.



There are many advantages to having some schemes, especially, in launching a new business.

Purpose

- *To learn how to describe advantages.*

Expressions

- **There are many advantages to...**

Meaning : to show the benefits of

- **...serve a good purpose**

Meaning : be useful; meet the needs or requirements

e.g. In running your business, risk management would serve a good purpose.

- **turn a profit**

Meaning : to begin to earn a profit

e.g. He's been in business for five years, but has not turned a profit yet.

Related expressions

- **the advantages outweigh the disadvantages**

e.g. It seems to me that the advantages of adopting this plan will outweigh the disadvantages.

- **merit**

e.g. Another merit is that the average ratio of cash flow to expenditures is relatively good.

Vocabulary

risk management / adopt / ratio / cash flow / relatively

Practice ~Advantages~

1) Make your own sentences with the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

In a meeting, you suggest selling a new product at a higher price. You presume it would still be affordable and would result to higher demand in production. How would you propose these advantages to your boss? (There are many advantages to...)

Boss : Why do you suggest giving a higher price for our new product?

You : ...

Boss : How about its downside?

You : ...

Situation 2

You are introducing a cleaning machine in an appliance shop. It is portable, less expensive and useful for cleaning bikes or cars. How would you encourage customers to buy it? (serve a good purpose)

Customer : Could you tell me about this cleaning machine?

You : ...

Customer : Sounds cool. Do you think you could give us more discount?

You : ...

Situation 3

You are attending a meeting and considering to downsize one project because it hasn't made any profit. However, since the number of Chinese consumers is increasing, the market condition is getting better. How would you persuade the board of directors not to downsize your project? (turn a profit)

Board member : Do you think your project is still profitable?

You : ...

Board member : Do you mean it's only because of the bad market condition?

You : ...

3) What are the advantages of staying in your country and abroad? Give one benefit of each option using the expressions you have learned.

Vocabulary

appliance / presume / downside / portable

Fundamental Expressions

Part8

Presenting Outcomes

~Disadvantages~

You should not focus only on domestic markets.



There are many risks to focusing only on domestic markets.

Purpose

- *To learn how to describe disadvantages.*

Expressions

- **There are risks to...**

Meaning : to show the disadvantages of

- **the downside...**

Meaning : the bad aspect

e.g. The downside is that we have to shoulder the applicant's relocation expenses from Tokyo to Okinawa.

- **...be a disadvantage**

Meaning : be a big loss

e.g. I agree with you up to a point, but it could be a huge disadvantage for our team to demote him as he had contributed a lot.

Related expressions

- **...be very inefficient**

e.g. Do you think opening our customer service department 24/7 is very inefficient?

- **...be outdated**

e.g. Some people say that the seniority system is outdated.

Vocabulary

domestic market / shoulder the cost / demote / customer service department / seniority system

Practice ~Disadvantages~

1) *Make your own sentences with the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

In a meeting, you are discussing the relocation of a plant to a secluded area. However, this would pose negative outcomes like higher costs and long commute. Describe the disadvantages to your boss. (There are risks to...)

Boss : Our plan is to relocate the plant to another district. Would it be a wiser decision?

You : ...

Boss : Well... How about relocation to an urban area instead?

You : ...

Situation 2

You and some of your friends are on a weekend trip. Most members agreed to travel at night since there are some advantages. However, it seems to be a little dangerous. How would you tell this possible risk to the members? (the downside...)

Member : I can't wait to go on a trip. A night trip would allow us to enjoy a lot of things.

You : ...

Member : Are you telling me that we should cancel the trip?

You : ...

Situation 3

You are having an interview. The interviewer asks you about the disadvantages of working in the same company for a long time. What would answer to the question?

(...be a disadvantage)

An interviewer : Can you tell me the disadvantages of working in the same company for a long time?

You : ...

An interviewer : Then, how about the advantages?

You : ...

2) *Give one drawback of learning English in your home country with the expressions you have learned.*

Vocabulary

drawback / secluded / risk / home country

Fundamental Expressions

Part8

Presenting Outcomes

~Cause / Effect1~

My co-workers supported me a lot and I achieved many things.



Most of my achievements are results of my co-workers' support.

Purpose

- *To learn how to describe cause and effect.*

Expressions

- **be a result of...**

Meaning : be an effect of results from a particular event or activity

- **due to...**

Meaning : because of

e.g. Due to the natural disaster that struck Japan, most manufacturers are way behind production.

- **cause a stink...**

Meaning : to cause trouble and make people angry

e.g. The article about our product that burst into flames caused a stink, and the government soon asked us to explain the cause of the problem.

Related expressions

- **Hence**

e.g. The trade imbalance is likely to rise again in 2019. Hence, a new set of policy will be implemented soon.

- **date back to...**

e.g. I have to investigate the problem carefully since this dates back to fifty years ago.

Vocabulary

natural disaster / strike / way behind in production / burst into / trade imbalance / investigate

Practice ~Cause / Effect1~

1) *Make your own sentences with the expressions you have learned.*

2) *Answer the following questions with the new phrases.*

Situation 1

Your co-worker got a promotion because of his dedication. Another colleague talks about the basis of the promotion. Describe your opinion by exemplifying the cause and the effect to him. (be a result of...)

Colleague : I really envy him. As far as I know, he has everything!

You : ...

Colleague : Really? Do you mean I can do the same thing?

You : ...

Situation 2

You are meeting a friend to have lunch at a nearby restaurant, but your boss gives you a task to be accomplished. You may not be able to go there on time. How would you explain the situation? (due to...)

Friend : I'll be there a little earlier. Shall I order ahead?

You : ...

Friend : No need to be in a hurry. Just take your time.

You : ...

Situation 3

You are attending a meeting about how to deal with the product defect that was found two days ago. However, the board of directors are trying to conceal it. You strongly disagree with it. How would you explain it by showing the possible reactions from your customers? (cause a stink...)

Board member : We can't let our customers know about the problem.

You : ...

Board member : But, how can appease our customers?

You : ...

2) *What are your strengths and how did you acquire them? Explain it to your teacher with the expressions you have learned.*

Vocabulary

dedication / exemplify / conceal / appease

Fundamental Expressions

Part8

Presenting Outcomes

~Cause / Effect2~

You have had a rigid training, so you can perform well in your next team.



Your years of rigid training will surely contribute to a much better performance in your next team.

Purpose

- *To learn how to describe cause / effect.*

Expressions

- **contribute to...**

Meaning : to cause an event or situation

- **go a long way toward(s) doing...**

Meaning : to be very helpful

e.g. The cutting-edge technology that the company developed will go a long way toward suppressing the power consumption.

- **pave the way for**

Meaning : to make the other thing possible

e.g. The treaty will pave the way for restoring economic ties between two countries.

Relate expressions

- **lead to...**

e.g. The ethnic tension among the people in the region could lead to civil war.

- **be instrumental in...**

e.g. As a sales director, he is instrumental in extending branches overseas.

Vocabulary

rigid training / cutting-edge technology / treaty / restore / ethnic tension / overseas / economic ties

Practice ~Cause / Effect2~

1) Make your own sentences using the expressions you have learned.

2) Answer the following questions with the new phrases.

Situation 1

In an interview, you are asked about your strength. You believe that you have good interpersonal skills that can be of great help to the company. How would you express this? (contribute to...)

An interviewer : How would your skills be useful for the position?

You : ...

An interviewer : Great. Could you tell me other strengths you have?

You : ...

Situation 2

You and your boss are discussing about buying a company car. He is hesitant to buy one as it will be an additional expense. However, you believe it would be useful. How would you encourage him to purchase it? (go a long way towards... doing)

Boss : I feel like buying another car, but it will add to company expenses.

You : ...

Boss : How about the downside?

You : ...

Situation 3

Your company has been struggling in the market. One of your employees receives an award from a prestigious organization because of his performance. You think this will be beneficial for the company's reputation. As a boss, give him some recognition referring to his contribution to the company. (pave the way for...)

Employee : I really appreciate this award, and this result of your support!

You : ...

Employee : I'm honored to be part of this organization. How do you think we can make use of this opportunity to help our company grow?

You : ...

3) How would your English skills contribute to your future? Give three answers using the expressions you have learned.

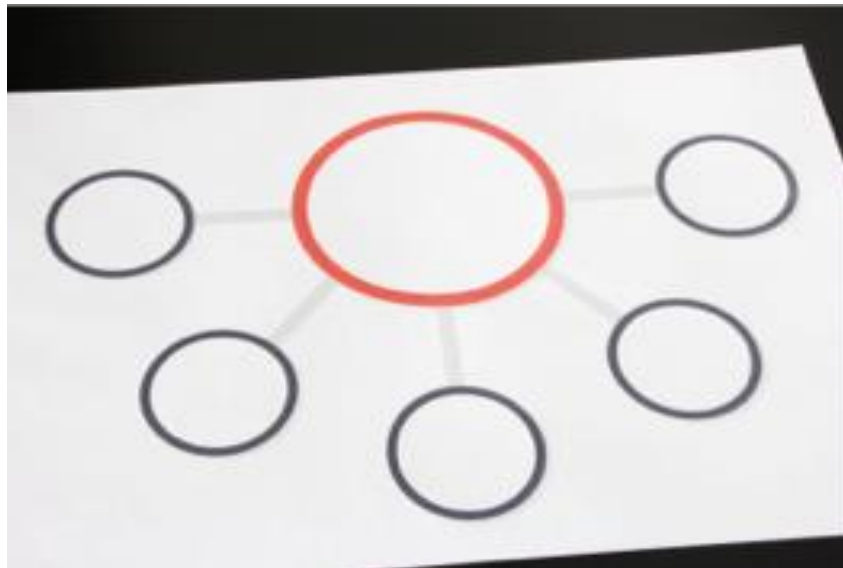
Vocabulary

prestigious / struggle / prestigious / reputation / recognition

Fundamental Expressions

Part 9

Constructing Ideas 1



Fundamental Expressions

Part9

Constructing Ideas 1

~Order~

Our product is much more durable. It is considerably lighter, and it has received positive reviews.



In the first place, our product is much more durable. (Supporting details...)

Secondly, it is considerably lighter. (Supporting details...)

Last but not the least, our product has received positive reviews from our consumers. (Supporting details...)

※*Usually used in paragraphs and longer presentations*

Purpose

- *To learn how to organize your opinions.*

Expressions

- ***in the first place***

Meaning : firstly, to begin with

- ***Secondly...***

Meaning : in the second place, second

- ***Last but not the least...***

Meaning : important, despite being mentioned at the end

Example

There is really no comparison between our tempura batter and that of our competitors'. *In the first place*, our batter provides a more authentic tempura product in appearance, texture and taste. *Secondly*, it is not only easier to blend, but it can also be mixed with any liquid such as water, beer or milk. *Last but not the least*, to protect the health of our customers, it is both cholesterol and MSG free.

Vocabulary

durable / considerably / authentic

Related expressions

- **first off...**

e.g. First off, as your boss, I would like to compliment you on your outstanding performance.

- **finally...**

e.g. Finally, all you need to do is click the “order” button and you’re done.

Practice ~Order~

I) Answer the following questions.

Situation 1

You are a sales representative of a new vacuum-cleaner. You are going to promote your product to your client by giving the following special features:

- a) reduces 50% of energy consumption;
- b) has much more durable than leading brands;
- c) has a 30% discount.

How would you present your product to your customers with the expression you have learned?

Situation 2

You are a high school teacher and your students ask you on how to make a good speech. You suggest having the following significant parts:

- a) Introduction, which includes a brief greeting and a general information about the topic.
- b) Body, wherein detailed information is presented.
- c) Conclusion, which summarizes the important points.

How would you elaborate to your students with the expressions you have learned?

II) What do you think is the key to succeed in your business? Present your ideas with the expressions you have learned.

Vocabulary

compliment / wherein

Fundamental Expressions

Part9

Constructing Ideas 1

~Concession~

We are proud to say that our sales have improved this year. A close look at our actual revenue versus our target for this year has shown that we only achieved our objective in the second quarter. The discrepancy for the first three months was minimal.



We are proud to say that our sales have improved this year. A close look at our actual revenue versus our target for this year has shown that we only achieved our objective in the second quarter although the discrepancy for the first three months was minimal.

Purpose

- *To learn how to emphasize exceptions.*

Expressions

- **However...**

Meaning : but

- **although...**

Meaning : regardless of the fact that, even though

- **Nevertheless...**

Meaning : despite what has just been said or referred to

e.g. iPhone7 is too expensive. Nevertheless, customers purchase it without hesitation.

Related expressions

- **but the fact remains that...**

e.g. We reached the target last year, but the fact remains that we have to double our sales to make up the deficit for the last ten years.

Vocabulary

discrepancy / minimal / reach the target / make up the deficit

Practice ~Concession~

I) I asked my boss to allow me to take a vacation leave next month. He didn't give me a permission. (However, although)

II) Answer the following questions with the expressions you have learned.

1) How different is the Philippines from your expectations. Use the vocabularies you have learned.

2) You and your family are going on a vacation for a week. You asked a permission from your boss to take a leave a month ahead, based on your company's protocol. He didn't show any positive response. How would you narrate his to your co-worker using the expressions you have learned?

Co-worker : Did our boss give you a permission to take a leave next month?

You : ...

Co-worker : Really? But you followed the company's protocol, didn't you?

You : ...

Vocabulary

reconstruct / protocol

Fundamental Expressions

Part9

Constructing Ideas 1

~Addition~

Our academy provides the best accommodation, highly experienced teachers, and effective learning materials. We also offer grammar classes in Japanese for beginners.



Our academy provides the best accommodation, highly experienced teachers, and effective learning materials. *What's more*, we also offer grammar classes in Japanese for beginners.

Purpose

- *To learn how to add the information.*

Expressions

- **What's more...**

Meaning : the next fact is at least as important or even more important

- **In addition...**

Meaning : besides, also

e.g. In addition, the company also published magazines.

- **On top of that...**

Meaning : in addition to especially something unpleasant...

e.g. The stock market has been unpredictable. On top of that, there is no guarantee for the project to draw attention from our clients.

Related expressions

- **more than that...**

e.g. I want to win. More than that, I don't want to let Sam lose his confidence.

- **to make matters worse...**

e.g. I'm stuck in heavy traffic. To make matters worse, my phone is running out of battery, and I still haven't informed my boss of the delay.

Vocabulary

unpredictable / guarantee

Practice ~Addition~

Answer the following questions with the expressions.

1) You are a sales representative and assigned to introduce the new fruit juice in the market by giving samples. The essential points to tell the customers about the new product are as follows:

- a) it is made of organic oranges;*
- b) it is free from artificial coloring and sweeteners.;*
- c) it is very affordable and healthy for the family.*

How would you present the advantages of this fruit juice using the expressions you have learned.

2) Talk about the merits of working locally and abroad with the expressions you have learned.

Vocabulary

sample / merit

Fundamental Expressions

Part9

Constructing Ideas 1

~Summary~

We are facing a problem in producing merchandise. Its quality and features are the same as our rivals. Based on the reviews, the customers can't see any differences in the products. To make the long story short, it's time to put an edge to our design.

Purpose

- *To learn how to summarize ideas.*

Expressions

- ***To make the long story short***

Meaning : used as a way to avoid a long explanation

- ***come to the conclusion that...***

Meaning : to reach a decision

e.g. We had a long talk but haven't come to any conclusion. Could we meet again to discuss more about this matter?

- ***In short...***

Meaning : to state

e.g. The survey indicates positive results. In short, we are in good financial shape.

Related expressions

- ***In a nutshell (informal)***

e.g. In a nutshell, technology alone won't solve our marketing problems.

- ***In conclusion (formal)***

e.g. In conclusion, I'd like to express my gratitude to everyone who worked on this project.

Vocabulary

merchandise / rival / put an edge to / in good financial shape / express my gratitude to

Practice ~Summary~

Answer the following questions with the new expressions.

- 1) Why did you choose to study English in this academy over other schools? Explain it using the expressions along with a conclusion.

- 2) You are an HR manager in 123 Trading and currently discussing the company rules and regulations. You mention the importance of punctuality. It is stated that the staff must notify the management of their lates and absences thirty minutes before their shifts start and submit class reports before leaving the office. Simply, strict compliance with punctuality rules is required. Construct your remarks using “to make a long story short” or “in short.”

Vocabulary

punctuality / rules and regulations / compliance

Fundamental Expressions

Part 10

Constructing Ideas 2



Fundamental Expressions

Part10

Constructing Ideas 2

~Digression~

Associate : We already have three candidates for the position and they are all qualified, in my opinion.

You : To change the subject, why don't we also discuss training and development process.

Associate : Yes, we'll tackle that later.

Purpose

- *To learn how to change the topic or a course of discussion.*

Expressions

- **to change the subject...**

Meaning : to announce that you are going to talk about a different topic

- **get back to the point...**

Meaning : to start doing or talking about the main topic

e.g. A : Can we also take a few minutes to discuss the product launch?

B : Sorry, but we're short of time, so let's get back to the point.

- **seriously, though...**

Meaning : not joking

e.g. A : I'm moving to Singapore at the end of the month.

B : So you are their problem now! Seriously, though, we'll miss you.

Related Expressions

- **by the way...**

e.g. By the way, have you done the minutes from our last meeting?

- **go off on a tangent,**

e.g. Sorry to go off on a tangent, but could we discuss Tom's promotion?

Vocabulary

process

Practice ~Digression~

1) You are having a conversation with your teacher. All of a sudden, you want to talk about another topic with him. How would you do that? (You can choose any topics to discuss.)

2) Answer the following questions using the expressions you have learned.

Situation1

You are chatting with one of your associates in an office. Nowadays, he has been preoccupied with family issues and he keeps talking about it. That makes you feel uncomfortable. How would you cope with the situation? (to change the subject...)

Associate : I'm fed up with my family problems, such as...

You : ...

Associate : Sounds great. Let me know more about it.

You : ...

Situation2

In a meeting, you are discussing some company problems. One of the staff suddenly starts to share a private matter and all the members are interested in it. As the boss, you have to get their attention back to the subject. How would you do it? (get back to the point...)

Member : Speaking of bargain, I bought a new refrigerator by 70% less!

You : ...

Member : Yeah. Where were we?

You : ...

Situation3

You are telling a funny story during your interview. And you notice that you're getting off topic. And you wanted how would you shift the current mood to a serious one?

(seriously, though...)

Interviewer : (Laughing) You know how to crack a joke.

You : ...

Interviewer : Okay. Let me hear about it.

You : ...

Vocabulary

preoccupy / be fed up / get off / crack a joke

Fundamental Expressions

Part10

Constructing Ideas 2

~Fillers~

A : I should have thanked Vivian for her good work, but I didn't.

B : Why not? Why don't you do that right now?



A : I should have thanked Vivian for her good work, but I couldn't think of the right words to say.

B : Why not? Why don't you do that right now?

Purpose

- *To learn how to fill gaps and pauses.*

Expressions

- **can't think of the right words to say...**

Meaning : to explain that you can't say anything although you want to

- **what should I say...**

Meaning : to search for the appropriate expression

e.g. A : He arrived two hours late for today's appointment!

B : What should I say? That's quite unlikely to happen.

- **let me see...**

Meaning : to think or try to remember something

e.g. A : Who do you think is the best candidate for the job?

B : Let me see... I think Ms. Gardner has the best qualifications.

Related expressions

- **I mean...**

e.g. I have no idea. I mean, I'm not in charge of the project.

- **How should I say...**

e.g. He's a kind of... how should I say, a sort of an artisan rather than an engineer.

Vocabulary

appropriate / be in charge of / artisan

Practice ~Fillers~

1) *Talk about your future plans to your teacher as detailed as possible with the expressions you have learned.*

2) *Answer the following questions with the expressions you've just learned.*

Situation1

Your friend failed the examination. You want to comfort him, but you are having difficulties finding the right words to say. What would you do? (can't think of the right words to say...)

Friend : I got the result this morning. I'm so sad...

You : ...

Friend : I know what you are trying to say. I'm really disappointed.

You : ...

Situation2

Kenta is a new associate and you saw your boss got mad at him once. However, you know your boss is really kind though he is likely to be misunderstood with his behavior. How would you encourage Kenta? (what should I say,,)

Kenta : You have known our boss for a long time, haven't you? I just want to know how I can approach him.

You : ...

Kenta : I see. If you were in my shoes, what would you do?

You : ...

Vocabulary

be in one's shoes / comfort / have difficulty doing

Fundamental Expressions

Part10

Constructing Ideas 2

~Elaboration~

I have not only learned to play football, but also acquired good interpersonal skills.



I have learned to play football, and more importantly, I have acquired good interpersonal skills.

Purpose

- *To learn how to elaborate the ideas.*

Expressions

- **more importantly...**

Meaning : to illustrate a more important thing

- **to one's surprise...**

Meaning : to present a surprising fact

e.g. A : Did you call the hotel to make a reservation?

B : Yes, but to my surprise, they were fully booked.

- **frankly speaking...**

Meaning : to talk in a more familiar and totally forthright manner

e.g. If you ask me whether we will be able to give the same performance, then frankly speaking, I am not sure about it.

Related expressions

- **to my disappointment...**

e.g. To my disappointment, the business meeting scheduled for today has been canceled due to the typhoon.

- **generally speaking...**

e.g. Generally speaking, it's more convenient for Japanese to go by public transport.

Vocabulary

valuable / forthright manner / fully booked / public transport

Practice ~Elaboration~

Answer the following questions using the vocabularies you have learned.

- 1) Talk about three important things that help you concentrate on your studies. Add some more important factors using the expressions.
- 2) What surprised you the most about the Philippines?
- 3) Talk about your last vacation. Did you have any complaints? Use the expressions you have learned.

4) Situation 1

You are a new worker and a senior is helping you out. You are thankful for her assistance. She also gives you the opportunity to grow professionally. How would you express this? (more importantly...)

Senior : You have done well in your first week. Good job.

You : ...

Senior : Thank you ,but I was just helping out.

You : ...

Situation 2

You and your friends are planning to take a trip. One friend suggests bringing his partner. However, it makes everyone feel uncomfortable. How would you give your honest opinion to your friend? (frankly speaking...)

Friend : My girlfriend really wants to go with us. Do you mind if I invite her?

You : ...

Friend : Why not? It's not a corporate event, anyway. You can bring your partner as well.

You : ...

Vocabulary

complaint / help out / corporate event

Fundamental Expressions

Part10

Constructing Ideas 2

~Contrast~

Being a parent is a big responsibility. It is an exciting and an enjoyable job.



Being a parent is a big responsibility. On the other hand, it is an exciting and an enjoyable job.

Purpose

- *To learn how to express opposite ideas.*

Expressions

- **on the other hand...**

Meaning : to mention a different aspect of a situation

- **in contrast...**

Meaning : to show a different idea

e.g. The technology is doing badly. Old stocks, in contrast, are performing well again.

- **compared with...**

Meaning : to differentiate

e.g. Compared with the USA and Japan, European Union consists of separate nations.

Related expressions

- **the other side of the coin**

e.g. On the other side of the coin, I got the application updated with the latest news.

- **whereas**

e.g. Though they belong to the same team, Bob pursued doing charitable works, whereas Tom was busy in becoming a billionaire.

Vocabulary

differentiate / pursue / charitable

Practice ~Contrast~

Answer the following questions using the expressions you have learned.

- 1) Talk about the good and bad aspects of being single. (on the other hand...)

- 2) You are presenting the company sales report to your boss. It shows that your company is performing much more poorly than your competitors. How would you explain it using the expressions?
(in contrast...)
Boss : Please move on to the status of our sales.
You : ...
Boss : How do you think we can fix the problem?
You : ...

- 3) Would you prefer, working alone or working with others? Explain your choice with the expressions you have learned.

Vocabulary

perform / competitor

Fundamental Expressions

Part 11

Introduction



Fundamental Expressions

Part11

Introduction

~Introducing oneself 1~

A : Good morning. It's a pleasure to meet you. My name is Kenta Kobayashi.

B : Glad to see you, Mr. Kobayashi. You can call me Takuma.

A : I really appreciate you for having me today.

B : Same here. Thank you.

Purpose

- *To learn how to introduce yourself in a business situation.*

A : I'm Miyuki. It has been a month since I joined this organization. I 'm assigned to this project starting today.

B : My name is Mayumi. Good to see you and welcome to our team. What was your previous project?

A : I was in charge of a similar project. I'll promise to put all my effort to bring success to our team.

B : Cool! Can't wait to work with you.

Expressions

- **You can call me...**

Meaning : to show how you want to be addressed

- **Same here. Thank you.**

Meaning : to express your gratitude

- **be assigned to...**

Meaning : to be put in a department or task

- **be in charge of...**

Meaning : to be responsible for

- **put all my effort to...**

Meaning : to make effort as much as you can

- **bring success to...**

Meaning : to be beneficial for something, such as your company or position

- **can't wait to...**

Meaning : to be really excited

Vocabulary

previous

Practice ~Introduce yourself 1~

1) Make your own introduction with the expressions you have learned.

Vocabulary

Fundamental Expressions

Part11

Introduction

~Introducing oneself 2~

Hi, everybody! Thank you for taking some time out of your busy schedule. Please let me introduce myself.

I'm Daisuke Hirata, Senior Marketing Executive, from Tokyo, Japan. It's great to be finally here. I've been looking forward to this opportunity to work with you.

By the way, in my previous company, I worked closely with several leading industries. What interests me the most is to help older businesses attract many customers. I hope to bring my experience to this prestigious organization.

Telephones and emails are fine but nothing beats face to face. Working in this kind of project has always been a passion. I'm excited to be part of it!

Purpose

- *To learn how to introduce yourself in a business situation.*

Expressions

- **take some time out**

Meaning : to appreciate the listeners to sparing their time for your introduction

- **let me introduce myself**

Meaning : to announce that you are going to introduce yourself and it won't take long

- **look forward to**

Meaning : to show your enthusiasm

- **What interests me the most is...**

Meaning : to explain the field or job that you are passionate about

- **bring one's experience...**

Meaning : to contribute with your past experiences

- **nothing beats face to face**

Meaning : to communicate in person

- **be part of...**

Meaning : to join

Vocabulary

executive / industry

Practice ~Introduce yourself 2~

Situation : You are assigned to a marketing department and asked to make a brief self-introduction.

2) Make your own introduction with the expressions you have learned.

Vocabulary

Fundamental Expressions
Part11
Introduction
~Introducing a Company 1~

A : I work for Cross Road, a mid-sized company with about 500 employees.

B : What industry are you in, and how long have you been in the business?

A : We are in the educational field, specializing in English. We are located in the Philippines and have been in the business since 2007.

B : Who are your targets?

Purpose

- *To learn how to introduce a company, a product, or a service.*

A : First and foremost, I'd like to tell you about our team. We are proud to tell you that it's been almost 30 years since we were recognized as one of the best providers in this industry.

B : I see. So, what do you have for us today?

A : I'm here to introduce our new product. It has a unique feature. After a 10-day workout, the equipment records your progress and how much you still need to work on. It will definitely help you.

B : Sounds great.

Expressions

- **work for...**

Meaning : to explain the company you are in

- **be in the business**

Meaning : be in an industry

- **specialize in...**

Meaning : to pursue a special activity, occupation, or field of study

- **would like to tell you about...**

Meaning : to politely tell someone about something

- **be proud to tell...**

Meaning : be very happy and pleased to tell...

- **be recognized as...**

Meaning : be perceived as

Vocabulary

mid-sized / provide

Practice ~Introducing a Company 1~

Situation : You are going to give a presentation of a best selling product. Prior to it, you will give a company background since some attendees are not familiar with your firm.

- 1) Make an introduction of your previous, current, or future company with the expressions that you have learned.

Vocabulary

prior to / firm / attendee

Fundamental Expressions
Part11
Introduction
~Introducing a Company 2~

We are one of the leading financial consulting firms in Japan that provide excellent service. We are confident in everything we offer to our clients.

Customer satisfaction is our top priority. We are committed to excellence.

We are opening new branches in China. Our current goal is to increase sales by 20% through meeting high consumer demands. Our long term goal is to offer our software in several languages, including Russian and German. The brochures distributed provides information related to our future plan.

Purpose

- *To learn how to introduce a company, a product, or a service.*

Expressions

- ***be one of the leading...***

Meaning : be one of the best

- ***be confident in...***

Meaning : be certain of

- ***top priority***

Meaning : something that's more important than other things

- ***be committed to...***

Meaning : be willing to give time and energy to

- ***short / long term goal***

Meaning : short and long term objective

- ***increase sales by...***

Meaning : to show target sales figure

- ***brochure***

Meaning : a small book containing information about a product or service

Vocabulary

financial consulting firm / distribute

Practice ~Introducing a Company 2~

Situation : You own a company and are going to give a brief introduction about it.

- 2) What would your company be like? What kind of service would you offer? What would you value the most in your business? Make the introduction of your company with all of the expressions you've learned.

Vocabulary

Fundamental Expressions

Part 12

In the Office 1



Fundamental Expressions

Part12

In the Office 1

~E-mail 1~

Sample E-mail

Good afternoon, everyone.

Thank you for attending the meeting yesterday. We really appreciate your input *from a different point of view*. I have attached the *minutes of the meeting*. If you feel that anything needs to be revised or added, please *let me know by* 4:30, November 29. Those who were unable to attend, *please go over the minutes and let me know if you have any questions*.

Thanks.

Kenta Yamamoto

Purpose

- *To learn how to compose an email in a business context.*

Sample E-mail

Re: Schedule change

Dear Mr. Yamamoto:

Good day.

I hope you are having a pleasant week. I *regret to inform* you that I won't be able to meet you next Wednesday. I *m available on the dates and time* shown below. *If none is convenient for you*, please let me know a suitable time.

Thursday, July 7, 16:00 / Friday, July 8: 17:00

Please accept my apologies. I look forward to hearing from you soon.

Regards,

Akira Saotome

Vocabulary

attach / suitable

Expressions

- **thank you for attending a meeting**

Meaning : used to start your email by expression gratitude

- **minutes (of the meeting)**

Meaning : instant record of a meeting

- **let me know by...**

Meaning : used to clarify the deadline

- **regret to inform**

Meaning : to feel sorry for giving some information

- **be available on the date and time**

Meaning : to let someone know your availability

- **please accept my apologies**

Meaning : to deliver your apologies to someone

Practice ~E-mail 1~

Compose an email according to the instructions below.

- 1) Write a "Thank you" email to be sent to all the employees who attended the meeting on observing the company security policy. Mention:
 - a) your appreciation for their attendance and punctuality;
 - b) the minutes of the meeting attached to the email;
 - c) other questions, if any, to be addressed by the end of this week.
- 2) Compose an email about rescheduling your presentation to your team members as you are not available on the date and time requested. Please emphasize the following in your email:
 - a) you feel sorry that you cannot come on the given time and date;
 - b) you are only available on every second and fourth Friday of the month from 8am-1pm only;
 - c) you would like to hear from them about their availability before this month ends;
 - d) you apologize for the inconvenience you might have caused them;
- 3) Create your own email with the expressions you have learned.

Vocabulary

reschedule / availability / apologize

Fundamental Expressions

Part12

In the Office 1

~E-mail 2~

Sample E-mail

Hello, Mr. Hirata.

Thank you for sending me the email and asking me to give a presentation. I'd be honored to accept this opportunity. Could you please send me all the details and the schedule of the presentation, immediately since I have to finalize it by tomorrow.

Thank you.

Best regards,

Otoyo Yamamoto

Purpose

- *To learn how to compose an email in a business context.*

Another sample email

Re: Transfer to marketing department

Hello.

I'd like to let you know that I have been transferred from the HR department to the marketing department as of October 1. Thank you very much for all that you have done for me. I'm sure that Mao Kitamura, who is newly assigned to my position can do an excellent job. If there is anything I can do, please do not hesitate to let me know.

Sincerely yours,

Yuta Suzuki

Vocabulary

be newly assigned / hesitate

Expressions

- **be honored to do...**

Meaning : to show gratitude

- **Could you please do...?**

Meaning : to make a request politely...

- **to finalize something by...**

Meaning : to decide before the deadline

- **be transferred from A to B**

Meaning : to move from one department to another

- **as of...**

Meaning : to indicate time at which something beings

Practice ~E-mail 2~

Write an email using the details below.

- 1) You're invited to present your company's health care insurance to a well-known industrial company. Respond to this email by saying:
 - a) you felt glad to be invited;
 - b) you need to get the details of their proposals;
 - c) you need the details for your preparation by the end of the week.
- 2) You will be transferred from sales to marketing department. Upon your relocation, you want to leave an email to your associates. Compose an email containing:
 - a) your relocation to another department and the reason behind it;
 - b) your gratitude to your colleagues;
 - c) introduction of the person who will be in charge of the position.
- 3) Make your own email with the expressions you have learned.

Vocabulary

insurance / well-known

Fundamental Expressions

Part12

In the Office 1

~Telephone 1~

A : Good afternoon. This is Yamashita of Miami Trading.

B : Hi, this is Kings Best Corporation. How can I help you?

A : I'd like to talk to Ryo Serizawa in PR.

B : Let me transfer you to that department. Please hold.

Purpose

- *To learn how to talk over the telephone in a business context.*

A : May I talk to Mr. James?

B : I'm afraid that he's not at his desk right now.

A : Uhm... Do you know when he'll be back?

B : Let me ask the staff. Can I place you on hold for a minute?

A : Sure.

B : Please wait.

(...)

B : Thank you for waiting. Sorry but we have no idea when he'll be back. Should I have him call you back or would you like to leave a message?

A : No worries. I'm not in a hurry, so I'll call him back later.

B : Okay. Could I have your name and phone number?

Vocabulary

be in a hurry / No worries

Expressions

- ***This is...of...***

Meaning : to introduce oneself or one's company at the beginning of the call

- ***How can I help you?***

Meaning : to offer a favor

- ***Let me transfer you to...***

Meaning : to transfer the call to another receiver

- ***Please hold.***

Meaning : to ask your caller to wait

- ***Would you like to leave a message?***

Meaning : to ask if he or she wants to leave a message

- ***Could I have your name and phone number?***

Meaning : to ask information, such as name or phone number

Practice ~Telephone 1~

How would you deal with the following telephone conversations? Compose sentences and practice with your teacher.

- 1) You are assigned in the information desk of a hospital. A patient called to inquire about some laboratory procedures. When answering the phone:
 - a) tell the hospital's name (ECC Hospital) and ask the reason for the call;
 - b) say that you are going to connect the call to the laboratory department;
 - c) ask the caller to wait for a moment while the connection is on the process.
- 2) Someone is looking for the assistant manager, but he is not around. You :
 - a) tell the caller that the assistant manager is not available right now;
 - b) ask the caller if he or she wants to leave a message or ask the assistant manager to make a return call;
 - c) get the caller's name and phone number.
- 3) Have a telephone conversation with your teacher using the expressions you have learned.

Vocabulary

inquire / return call

Fundamental Expressions

Part12

In the Office 1

~Telephone 2~

A : Hello? This is Steve.

B : Hi Steve, this is Mary of ABC Company, returning your call.

A : Hi Mary! I called you regarding the financial balance on our account. Do you have a minute?

B : Sure. How can I help you?

A : I couldn't figure out why the final balance of 2015 didn't match with the initial balance of 2016.

B : Oh. I know what the problem is. We opened another bank account at the end of 2015. I might not have included the new bank statements when I sent over the information.

A : That makes sense. I'm just glad it wasn't a miscalculation on my part. Can you send over the statements?

B : Sure. I'll send them to you immediately. Is steve@gmail.com the address I should send it to?

A : Yes, please.

B : I should have sent them over to you. I apologize for that.

A : No problem. Thank you.

Purpose

- *To learn how to talk over the phone in a business context.*

Vocabulary

figure out / miscalculation

Expressions

- **return one's call...**

Meaning : to respond to a call

- **call someone regarding...**

Meaning : to explain the purpose of the call

- **Do you have a minute?**

Meaning : to ask if the client is not busy

- **send over...?**

Meaning : to be taken to some place

- **Is...the number [address] I should call [send an email] to?**

Meaning : to reconfirm contact details or email address

Practice ~Telephone 2~

How would you deal with the following telephone conversations? Compose sentences and practice with your teacher.

- 1) You are on a lunch break when Rino, an assistant from Rio Corp., called you. You are expected to return the call. Upon calling back:
 - a) say that you are returning the call;
 - b) ask Rino to send you the list of documents that you have to prepare;
 - c) reconfirm the email address 123xyz@gmail.com.

- 2) You receive a return call from Mr. Daisuke Hirata, your client. In your conversation, express:
 - a) your gratitude for the call from;
 - b) the purpose of your call;
 - c) his availability.

- 3) Have a telephone conversation with your teacher using the expressions you have learned.

Vocabulary

reconfirm

Fundamental Expressions

Part 13

In the Office 2



Fundamental Expressions

Part13

In the Office 2

~Conversation 1~

A: I hate to ask you this, but could you make a copy of the minutes for today's meeting? I'm about to leave for a business conference, and I don't have much time.

B: No problem, Keita. How many copies do you need?

A: Twelve will do. When you are done, please give them to Ayumi, otherwise put them on my desk.

B: Sure. I'll get it started right now.

Purpose

- *To learn how to communicate appropriately in the office.*

A: The meeting with potential clients is scheduled next week, isn't it? How's your preparation going?

B: I suppose it's going well and I've almost finished making the slides for the presentation.

A: Sounds great.

B: But I'm stuck in the last part. I want to make it really persuasive so that we will be able to catch the customers' attention. I have to go now since I'm having an important meeting. Do me a favor. Could you go over the materials and tell me what you think of it?

A: No problem. Just keep me updated on this.

Vocabulary

go over / keep updated / be scheduled

Expressions

- ***I hate to ask you this, but...***

Meaning : to say that you are sorry that you hate to ask

- ***get something started right now***

Meaning : something to start a task immediately

- ***How's... going?***

Meaning : to inquire about the progress of a task

- ***be stuck in...***

Meaning : to be in trouble, especially not being able to go forward because of some issues

- ***Do me a favor.***

Meaning : to ask someone for something

Practice ~Conversation 1~

How would you handle the situations below? Use the expressions you have learned.

- 1) You want to ask a favor from one of your co-workers. Convey this favor by:
 - a) asking her to do something in a polite manner;
 - b) asking her to produce more copies of your report for the upcoming meeting;
 - c) advising her to give those copies to Mr. Smith, if not, leave them on your desk.
- 2) You are preparing the presentation material for an important meeting with your clients. Your co-worker asked you about it. Express that:
 - a) everything is handled well and you are nearly done with the slides;
 - b) you're having some difficulties looking for the pictures to be added to the material;
 - c) you need his help in finding more related images to your presentation.
- 3) You are in the office and you need to ask a favor from your co-worker. Make a dialogue that is typical in an office context. Use the expressions you have learned.

Vocabulary

be handled / typical

Fundamental Expressions

Part13

In the Office 2

~Conversation 2~

A : Hi there. You work in the Human Resources, don't you? Is Sarah in your group? I have something to tell her since I need some help on documenting the report from our clients. I visited her desk, but it was vacant.

B : She has been on leave since yesterday. Does this have to be done right now?

A : Yes. The manager wants it by Friday.

B : I'll try to free up my schedule to help you. Remind me again tomorrow morning, and I'll help you in the afternoon.

A : Really? Thank you very much. Do you need to read the documents first?

B : Yeah. That would help. Make sure you drop off before 5 o'clock because I have to leave early.

A : No problem. Thank you so much for your help.

Purpose

- *To learn how to start the conversation in an office.*

Vocabulary

drop off / document

Expressions

- **have something to tell...**

Meaning : to announce that you have something, such as messages or tasks, to tell to your staff

- **need some help on...**

Meaning : to show that you are in trouble and need some help with your task

- **vacant**

Meaning : unoccupied

- **free up one's schedule**

Meaning : to make one's schedule available for a task or function

Practice ~Conversation 2~

- 1) In your office, an accountant has been newly hired. Start a conversation with her by:
 - a) telling her that you are going to assist her even if you are busy;
 - b) saying that you have to go back to work now.

- 2) On your way back to your desk from the restroom, you bump into your associate in the hallway. You start talking. In your conversation, please include that:
 - a) you are not interested in the TV show that he wants to talk about with you;
 - b) you are looking for someone who can help you out to deal with the document written in Japanese.

- 3) Have a conversation with your teacher with the expressions you have learned.

Vocabulary

bump into / assist

Fundamental Expressions

Part13

In the Office 2

~Business meeting 1~

A : I'd like to give you an update on the new product.

B : Please go ahead. Is everything going all right?

A : We are running a little behind schedule. On top of that, we need more budget than we initially expected.

B : That would be a huge problem since it's a tough time, and we can't afford to spend much money on it. How would you convince our management about your proposal?

A : I'll emphasize the importance of holding a campaign. That will surely be beneficial for us in the long run.

B : Great. Before we end, can we set the next meeting, please?

Purpose

- *To learn how to express ideas effectively in a business meeting.*

A : I insist that it's better to work on widening customer base.

B : That's a great idea. I'm completely for it. Does anybody have anything they'd like to add?

A : If you ask me, it seems like that we are lacking of some market research. What should we do to improve that?

B : How about conducting a survey on customer satisfaction.

Vocabulary

a tough time / emphasize / beneficial / be for / be lack of / conduct

Expressions

- **give an update on...**

Meaning : to report on the most recent information

- **run behind schedule**

Meaning : something, such as project or preparation for your business, is not going as scheduled

- **set the next meeting**

Meaning : to prepare the details for the next meeting

- **widen customer base**

Meaning : to expand target customers

- **Does anybody have anything they'd like to add?**

Meaning : to ask if participants would like to make some more comments in a meeting

- **What should we do to improve that?**

Meaning : to encourage attendees to come up with ideas

Practice ~Business meeting 1~

How would you handle the situations below? Use the expressions you have learned.

- 1) You are a team leader and would like to update the group about the status of your project.
Tell the following:
 - a) progress of the project;
 - b) possibilities for some delay;
 - c) suggestion to arrange the detail of the next meeting.
- 2) You are a branch manager of a food chain and currently conducting a meeting with your team. In the meeting, include:
 - a) updates on you branch's performance;
 - b) your goal of targeting more customers;
 - c) asking for suggestions on how to get more customers;
 - d) asking how they could improve more on their performance.
- 3) You are responsible for an important project. You are going to present it to the board of directors. Describe your project and present it to your teacher, assuming that he or she is one of the executives with the expressions you have learned.

Vocabulary

a branch manager / status

Fundamental Expressions

Part13

In the Office 2

~Business meeting 2~

(Sales members A, B and C, are having a meeting about their customers' demands.)

A : How do you think about the sales in ABC districts? I suggest we go round the table first to get all of your input.

B : In my opinion, we have been focusing too much on urban customers and needs. The way I see things, we need to return to our rural base.

C : I'm afraid but I can't agree with you. I suggest we give our urban sales teams more help.

B : What exactly do you mean?

C : We need to give our urban sales teams better customer information.

(...)

A : Well, while we are in the middle of the discussion, let me present this Power Point. As you can see, we are developing new methods to reach out to our rural customers.

B : I would suggest we break up the team into groups and discuss the presented ideas.

(...)

A : Unfortunately, we're running short of time. We'll have to leave that to another session.
Before we close, let me just summarize the main points.

Purpose

- *To learn how to hold a business meeting properly.*

Vocabulary

urban / rural / reach out

Expressions

- **go round the table**

Meaning : to correct people together for discussion

- **while we are in the middle of the discussion...**

Meaning : to announce that you are going to change the topic even if the original one is still addressed

- **break up into groups**

Meaning : to be divided into groups

- **leave something to another session**

Meaning : to discuss the topic later as you don't have enough time

- **let me just summarize the main points**

Meaning : to announce that you are going to make the discussed topic clear for attendees

Practice ~Business meeting 2~

You are discussing with your members the differences in purchasing habits between Japanese and Filipinos. Handle the meeting using the expressions you have learned:

- a) You are required to facilitate the discussion as well as state your remarks about the topic;
- b) Be mindful of the member's opinion. If you can't understand it, be sure to make it clear;
- c) Summarize what you've discussed at the end of the talk.

Vocabulary

facilitate / be mindful of

Fundamental Expressions

Part 14

Business Activity



Fundamental Expressions

Part14

Business Activity

~Sales (E-mail) ~

Sample E-mail

Dear Mr. Kaneda:

We, at Anthony Inc., would like to provide you service that would benefit you and your organization. Anthony Inc. specializes in the manufacture of custom-made chairs, especially for work stations. We would like to provide you with sophisticated and easy-to-use chairs.

The partnership would be really great for both of our businesses. You may visit our website anthony.com for more information and see why our clients prefer us than other office chair providers.

With regards,

Kenta Yamamoto

Sales Manager

Purpose

- *To learn how to conduct sales pitch effectively in a variety of scenes.*

Sample E-mail

Subject: Company visit

Dear Mr. Weasley:

I am writing to you regarding our new product. I was wondering if it would be possible for us to meet and explain it to you. Please let me know a convenient date and time for us to have a meeting. I look forward to your reply.

Best regards,

Takuma Okamoto

Marketing Director

Vocabulary

specialize in / sophisticated / custom-made

Expressions

- ***we would like to provide...with...***

Meaning : to show what you can offer for your clients

- ***The partnership would be really great for both of our businesses.***

Meaning : to suggest to nod to your offer by implying that you can contribute to your clients

- ***I am writing to you regarding...***

Meaning : to state purpose of writing

- ***I look forward to your reply.***

Meaning : to close your email by showing your expectation to the reply from your customer

Practice ~Sales (E-mail) ~

- 1) Make an email to be forwarded to ABC Trading about your company's intention of providing them with your computers. Include in the email:
 - a) what your company can provide for them;
 - b) the website where they can check more information of your company and the products;
 - c) that you are expecting for their reply.
- 2) You are a sales agent and would like to introduce your cosmetic products in a big shopping mall. Make an email to the HR manager of 123 Shopping Mall, that consists of:
 - a) your intention to show what you can do after;
 - b) your plan to introduce the cosmetic products to the sales department;
 - c) convenient date and time for your presentation;
 - d) anticipation for a positive answer from them.
- 3) Picture one favorite item you own. You are a sales representative of that product and going to pitch it to your potential customer. Compose an email with the expressions you have learned.

Vocabulary

be forwarded (to) / intention / pitch

Fundamental Expressions

Part14

Business Activity ~Sales (Telephoning)~

You : Hello. May I speak with Mr. Adams?

Adams : This is he.

You : Hi, Mr. Adams. This is Kazuhiro Hayata from Walker's Oil Service. Have I caught you in the middle of anything? I'd like to tell you about our service. We help sales managers improve the performance of every person on their team. I'm not certain if you're a good fit, so I just have a couple of questions. Would that be Okay?

Adams : Okay.

(You ask a couple of questions and he decides to meet you.)

You : I'd like to set up a time to talk to you. It'll take only 15 to 20 minutes of your time. It'll be worth your while.

Adams : Well, I suppose I could see you Wednesday.

You : Great. I'm free at 1 o'clock or 6:30. Which works better for you?

Purpose

- *To learn how to communicate appropriately in the office.*

Vocabulary

set up

Expression

- **May I speak with...**

Meaning : to politely ask someone you'd like to talk to

- **Have I caught you in the middle of anything?**

Meaning : to ask someone if he or she is available

- **I'd like to tell you about...**

Meaning : to tell your purpose to your client

- **I'm not certain if you're a good fit, so...**

Meaning : to suggest continuing to give more information about your service

- **It'll take only... minutes of one's time.**

Meaning : to show how long the conversation would take, mostly that would be short

- **be worth one's while**

Meaning : to get an advantage from an activity or action

- **Which works better for you?**

Meaning : to ask which date and time is convenient for your client

Practice ~Sales (Telephoning)~

- 1) What is the thing you love? Is it your laptop or a pair of glasses? Select one and promote it to your teacher as if you are on a sales call.
- 2) You are calling Mr. Pitt of ABC Inc. for some important matters. On your call, don't forget to:
 - a) ask him if he is available and state the purpose of the call;
 - b) propose that you will explain more about your service;
 - c) suggest to have another meeting by implying an apology for your sudden call;
 - d) be grateful of his time.
- 3) You need to call Ms. Sarah of ABC Restaurant to propose your juicer. Please:
 - a) ask Ms. Sarah if she has some time to talk with you and state your purpose;
 - b) suggest giving more information about the product;
 - c) propose to set an available time to meet and discuss further about the product.

Vocabulary

apology

Fundamental Expressions

Part14

Business Activity

~Presentation 1~

Good morning, everyone. My name is Yuta Togawa and I am the director of marketing for Big and Small Company. First and foremost, thank you for attending this presentation. There are three things I'd like to cover today. Firstly, I will talk about our new technology. Then I will explain its features that will surely make our product different from our competitors. Finally, I will describe our new pricing system that you will find outstanding in our market. This presentation will take about one and a half hours. We'll have a Q&A session at the end of the presentation followed with a five-minute break. If you have any questions, please do not hesitate to ask.

Purpose

- *To learn how to present ideas in a business meeting.*

I'd like to start by presenting our new product...(Supporting details)

Next, I'd like to talk about the new features...(Supporting details)

Last but not the least, our new pricing system...(Supporting details)

We are coming to the end of today's presentation. I'm now going to give a brief summary of what we have covered...

In conclusion, you can see that changes in technology are transforming our business.

Thank you once again for taking the time to join today's presentation.

Vocabulary

to cover

Expressions

- **Thank you for attending this presentation.**

Meaning : to display your gratitude to all participants for joining your presentation

- **There are three [two/four] things I'd like to cover today.**

Meaning : to clarify it clear how many main topics you are going to talk about in your presentation

- **This presentation will take about...**

Meaning : to tell how long your presentation will take

- **If you have questions, please do not hesitate to ask.**

Meaning : to remind all attendees to feel free to ask questions regarding your presentation

- **I'm now going to give a brief summary of what we have covered.**

Meaning : to announce that you are going to wrap up the meeting

- **Thank you once again for taking the time to join today's presentation.**

Meaning : to convey your gratitude to all members at the end of your presentation

Practice ~Presentation 1~

- 1) On your enrollment into this academy, you are requested to introduce yourself to all the teachers. Compose your introduction with the expressions you have just learned.
- 2) You will be presenting three advantages (or disadvantages) of working abroad in a meeting.
 - a) Start the presentation by displaying your gratitude to all the participants.
 - b) Tell how long the presentation will take.
 - c) State how many points you have to discuss.
 - d) Convey how grateful you are for their time.
- 3) Make a presentation about a destination. Include the following details:
 - a) appreciation for the attendance of the group;
 - b) the length of the presentation;
 - c) how many points you're going to present;
 - d) questions will be entertained at the end of the presentation;
 - e) showing your gratitude for their time.

Vocabulary

display / convey

Fundamental Expressions

Part14

Business Activity

~Presentation 2~

I hope you all had a pleasant journey here today. Let me introduce myself. My name is Mark Watson and I am responsible for technical marketing.

In today's presentation, I'm going to give you an overview of our product that you have inquired about. Furthermore, questions will be addressed at the end of the presentation.

I'd like to start by with the unique features of our product...(Supporting details)

Moving on to the next section, let's take a look at a required lead time before production begin.
(Supporting details)

Finally, I'd like to explain how much it will cost, which is everybody's concern... (Supporting details)

This brings us to the end of today's presentation. If anyone has any questions, I'll be pleased to answer them.

* * *

That's an interesting question. You may recall that...(Supporting details)

* * *

I'd like to end by thanking you all for coming today.

Purpose

• *To learn how to deliver a presentation effectively and coherently.*

Vocabulary

be responsible (for) / recall

Expressions

- ***I hope you all had a pleasant journey here today.***

Meaning : to appreciate participants for coming all the way to the venue

- ***I'm going to give you an overview of...***

Meaning : to give the outline of your presentation

- ***Questions will be addressed at the end of the presentation.***

Meaning : to inform attendees when you can address questions

- ***This brings us to the end of today's presentation.***

Meaning : to tell that your presentation is about to end

- ***If anyone has any questions, I'll be pleased to answer them.***

Meaning : to remind participants not to hesitate to ask questions

- ***I'd like to end by thanking you all for coming today.***

Meaning : to end your presentation with gratitude

Practice ~Presentation 2~

- 1) What product caught your attention recently? Present it to your teacher with the expressions you have learned.
- 2) As a trainer, you are welcoming a group of new hires.
 - a) Welcome them for coming to the training room.
 - b) Announce to them the outline of the training.
 - c) Remind them not to hesitate to ask for clarifications.
 - d) End the training by thanking them for coming.
- 3) You are conducting a seminar on a group of high school students regarding your company's product.
 - a) Remind them not to ask questions in the middle of the seminar in a polite way.
 - b) Tell them that you are at the last part of the presentation.
 - c) Ask them for questions.
 - d) End you seminar with gratitude.

Vocabulary

new hire

Fundamental Expressions

Part 15

Problem Management



Fundamental Expressions

Part15

Problem Management

~Negotiation 1~

Sample dialogue

A : I'm afraid I have to decline your offer.

B : Is there anything wrong?

A : The quality of the product is good, but we are concerned about the price. If you give us a discount of five percent, we'll reconsider.

B : I see... but I can't reduce the price any further due to a strict budget. Please let me consult this with my superior. This isn't a decision I can make by myself.

A : Sure. I also need to discuss this matter with my boss. When can I hear from you again?

B : I'll definitely contact you tomorrow morning.

A : Great. I hope there's some way we can meet in the middle.

Purpose

- *To learn how to negotiate effectively with your clients.*

Vocabulary

strict budget

Expressions

- ***I'm afraid I have to...***

Meaning : to deliver an opposite idea

- ***Is there anything wrong?***

Meaning : to ask if your customer has any problems

- ***If you give us a discount of...then we will reconsider.***

Meaning : to negotiate the price

- ***can't reduce the price any further due to...***

Meaning : not to lower the price for a specific reason...

- ***This isn't a decision I can make by myself.***

Meaning : to imply that you can't decide something now

- ***When can I hear from you?***

Meaning : to specify the exact day and time to get an answer from your clients

- ***meet in the middle***

Meaning : to meet half way

Practice ~Negotiation 1~

- 1) You are on a summer vacation in the Philippines. You decided to go to Palawan, and you negotiated with ABC tours regarding the trip. Your negotiation includes:
 - a) asking for a discount;
 - b) asking the definite day and time for any feedback regarding your concern.
- 2) You are working as a car salesperson. A customer is asking for a discount as she'll be paying in cash. In your negotiation, state that:
 - a) you can't reduce the price;
 - b) you can't decide on it immediately and need to consult your supervisor first.

Vocabulary

immediately

Fundamental Expressions

Part15

Problem Management

~Negotiation 2~

A : Congratulations on closing the deal! The deadline for the delivery is 30 days from now.

B : Thirty days? Wow! That's cutting it rather thin. I asked for a 45-day delivery period.

A : You know we can't wait for 45 days for the material. Thirty days is the industry standard.

B : You're right, but you've asked for a special design modification. That's going to take time. I don't want to disappoint you.

A : Hmm.. How soon do you think you can deliver it?

B : Well, I like working with you, so I will double the effort. Let's make it 36 days.

A : That sounds reasonable, but let me sleep on it. I need to discuss this matter with my boss.

Purpose

- *To learn how to negotiate effectively with your clients.*

Vocabulary

modification / be reasonable

Expressions

- **The deadline for the delivery is...**

Meaning : to make the deadline clear

- **cutting something rather thin**

Meaning : to make the time less than needed

- **can't wait for...**

Meaning : to show that something is not acceptable

- **industry standard**

Meaning : a set of criteria within an industry

- **take time**

Meaning : to require a comparatively long period of time

- **to disappoint somebody**

Meaning : to make someone dissatisfied

- **How soon do you think you can deliver it?**

Meaning : to confirm the period of delivery

- **to double the effort**

Meaning : to make twice the amount of work

- **to sleep on something**

Meaning : to delay making a decision until the following day

Practice ~Negotiation 2~

- 1) Your company's office equipment needs replacement. You are negotiating with a computer company staff regarding your order of 120 pcs. of keyboards and mouse. In your negotiation, emphasize the details on:
 - a) the desired delivery deadline in 30 days;
 - b) the suggested 40-day delivery is unacceptable for your company.
- 2) Your team needs to produce 200 glass tables in a week as ordered by your manager. You negotiate with your manager and explain that:
 - a) the given time of completion is impossible;
 - b) the quantity of production requires a 30-day accomplishment.

Vocabulary

dissatisfied / be unacceptable

Fundamental Expressions

Part15

Problem Management

~Handling Complaints 1~

Sample dialogue

A : Excuse me. May I speak with your manager?

B : Is there anything I can help you with?

A : The chicken I ordered is not well-cooked.

B : I really apologize for the mistake, sir. Allow me to get you a better dish.

A : Yes, please.

B : I apologize on behalf of my staff.

A : That's all right.

B : Thank you for understanding. Once again, please accept my sincere apologies for the inconvenience.

Purpose

- *To learn how to deal with customer complaints appropriately.*

Guest : We're running out of sanitary napkins: Can you send me some more?

Staff : Of course, ma'am. I'll send some more up immediately. Is there any thing else?

Guest : Could you also bring up a six cans of Heineken?

Staff : Yes ma'am, I'll call the room service.

Guest : That would be great. Thanks.

Staff : Please let me know if I can be of further assistance.

Vocabulary

sincere / on behalf of / inconvenience / bring up

Expressions

- ***Is there anything I can help you with?***

Meaning : to offer some assistance in a polite way

- ***Allow me to get you...***

Meaning : to give something to your customer in a careful manner

- ***to apologize on behalf of...***

Meaning : to make an apology on behalf of someone

- ***to accept someone's sincere apologies for the inconvenience.***

Meaning : to emphasize somebody's apology with sincerity

- ***Is there anything else?***

Meaning : to find out if the customer wants anything more

- ***Please let me know if I can be of further assistance.***

Meaning : to politely tell that you are willing to help your customer

Practice ~Handling Complaints 1~

- 1) You are a hotel receptionist. A customer from room 8 is calling to complain about an air-conditioner that is not working. Handle the situation by;
 - a) showing willingness to assist;
 - b) apologizing for the inconvenience.
 - c) suggesting to address her problem immediately.
- 2) A customer is complaining about the delay in the delivery. As the delivery head manager, handle the complaint by;
 - a) carefully apologizing on behalf of the delivery staff;
 - b) politely offering to track the location of the delivery and stating reasons of the delay;
 - c) offering compensation for the delay.
- 3) You are a receptionist and your teacher is a guest of your hotel. Your teacher calls you to complain about a dirty carpet in the room. Handle it with the expressions you have learned.

Vocabulary

willingness / delay

Fundamental Expressions

Part15

Problem Management

~Handling Complaints 2~

Title: Replacement for the damaged product

Dear Mr. Smith:

I sincerely apologize for some damages in the delivered items. *Our investigations showed that* the product was broken in transit. *We can assure you this kind of problem won't occur again.*

As a compensation, we have already *arranged to send a replacement at no extra cost.*

Again, *I apologize for the inconvenience.*

Sincerely yours,

Mark Jordan

Purpose

- *To learn how to handle the complaints effectively.*

Title: Compensation for the order delay

Dear Ms. Kobe:

I apologize for the delay in your order. I have checked the shipment status. *It turns out that* your order was shipped out from the warehouse three weeks ago, but it has not been received by your local courier. *We are arranging to have your order re-shipped at no additional cost.*

Should you encounter any problem regarding the shipment, please let us know. We are sorry for the inconvenience. *Rest assured this matter will be dealt carefully from now on.*

Allen Carter

Vocabulary

shipment / replacement / courier / encounter

Expressions

- **sincerely apologize for...**

Meaning : to express your apology with sincerity

- **to assure you somebody the of problem won't occur again.**

Meaning : to make sure to offer a better service

- **at no extra cost**

Meaning : to offer something for free

- **to turn out...**

Meaning : to become clear

- **Rest assured this matter will be dealt carefully from now on.**

Meaning : to gratitude a better way to deal with a problem

Practice ~Handling Complaints 2~

- 1) You need to reply to an email sent to you regarding a complaint on a malfunctioning hair dryer. Reply to this email by:
 - a) stating how sorry you are for the defect;
 - b) showing your future goal of making more improvements on the product to avoid the same situation;
 - c) telling that you'll be giving a free product replacement.

- 2) You have received an email about a demand for a replacement of vacuum cleaner as it suddenly becomes defective 3 days after purchase. Handle this through:
 - a) sincerely apologizing for what happened;
 - b) stating the reason behind the defect;
 - c) informing that you will send a product replacement for free.

Vocabulary

malfunctioning / defective

Fundamental Expressions

Part 16

Job Interview



Fundamental Expressions

Part16

Job Interview

~Applying for a Job~

Dear Ms. Suzuki:

I'm writing to apply for the senior engineer position posted on your website. I have 6 years of experience as an engineer in global technology companies. My qualification includes strong analytical skill, a broad range of computer expertise and software engineering experience.

I'm available for an interview at your convenience. You may contact me at 123-4567 or email me at 12345.com. I am looking forward to meeting you and discussing my qualifications for the position.

Sincerely,

Nobuo Sakamoto

Purpose

- *To learn how to apply for a job properly through an email.*

Subject: Assistant Director Position – Chris Harden

The HR Personnel:

I am interested in your job posting on Craigslist last week.

I am Chris Harden. I worked as an Assistant Communications Director at ABC Company for 8 years. My job included writing articles for the company website as well as writing and sending weekly email newsletters to subscribers.

I am attaching my resume for your perusal. I am looking forward to hearing from you.

Thank you for your consideration.

Chris Harden

Vocabulary

analytical skill / a broad range of / perusal

Expressions

- ***I'm writing to apply for a position...***

Meaning : to state the position you are applying for

- ***My qualification includes...***

Meaning : to show your qualifications

- ***I'm available for an interview at your convenience.***

Meaning : to notify the person of your availability for an interview

- ***I am attaching my resume for your perusal.***

Meaning : to remind that your resume is enclosed for further information

- ***Thank you for your consideration.***

Meaning : to close your email by showing your gratitude

Practice ~Applying for a Job~

- 1) Send an email to Mr. Edwards regarding your interest in their job vacancy in the accounting department. State that:
 - a) you will apply for the position and briefly discuss your qualifications;
 - b) inform your availability to have an interview;
 - c) close the email by showing gratitude for taking time to read your message.
- 2) Compose an email showing your enthusiasm to apply for the Head Editor position of Allure magazine. Inclusions would be:
 - a) informing your strong desire for the position;
 - b) stating that you are enclosing your resume for further information;
 - c) closing the email by being thankful for the consideration and time given.
- 3) Compose an email about a job application with the expressions you have learned.

Vocabulary

enclose / job vacancy

Fundamental Expressions

Part16

Job Interview

~Starting an Interview~

Applicant : Hello, I'm Kenta Yamamoto. I have a two o'clock appointment with Mr.(last name).

Receptionist : Please come this way. Mr. (last name) will be with you in a moment.

Interviewer : Good afternoon, Mr. Yamamoto. Welcome to our head office. I'm (last name).

Applicant : It's nice to meet you, Mr. (last name). Thank you for this opportunity.

Interviewer : My pleasure. Please have a seat. Would you like something to drink?

Applicant : Thank you, but I'm fine. Here is my resume.

Purpose

• *To learn how to properly start and close an interview.*

Interviewer : Hello, hello? Can you hear me?

Applicant : I'm sorry we seem to have a bad connection. Could you speak a little louder, please?

Interviewer : Okay. Can you hear me now?

Applicant : It's better, but I'm so sorry I'm still having trouble hearing you. Can I call you back in five minutes? I'd like to move to a quieter place. Presumably I can get stronger signal there.

Note: Show your enthusiasm before hanging up the phone interview!

I'm very interested in working for your company. I hope I can meet you in person so I can demonstrate how I can contribute to your sales team. I'm available anytime next week.

Vocabulary

presumable / have trouble doing / demonstrate

Expressions

• ***I have a...appointment with...***

Meaning : to let the receptionist know you are scheduled to meet someone

• ***Thank you, but I'm fine.***

Meaning : to politely decline an offer such as food or drink

• ***Can you hear me?***

Meaning : to make sure that the connection is good

• ***I'm sorry we seem to have a bad connection.***

Meaning : to inform the interviewer that you can't hear his or her voice clearly

• ***Can I call you back in five minutes?***

Meaning : to suggest to hang up and call again

• ***I hope I can meet you in person so I can demonstrate how I can contribute to...***

Meaning : to show your enthusiasm to an interviewer before hanging up the call

Practice ~Starting an interview~

- 1) You are scheduled for an interview at 1pm with Ms. Suzuki. On your arrival in her office:
 - a) introduce yourself to the receptionist and let her know your appointment with Ms. Suzuki;
 - b) start your conversation with Ms. Suzuki with a greeting and express your appreciation for the opportunity;
 - c) politely decline her offer for food and drinks;
 - d) hand in your resume.

- 2) You are in a video call interview. The connection suddenly went bad. Handle this situation by:
 - a) requesting the interviewer to speak louder;
 - b) suggesting to hang up and call again;
 - c) showing your enthusiasm and interest in having an actual interview.

Vocabulary

hang up / enthusiasm

Fundamental Expressions
Part16
Job Interview
~Answering Interview Questions~

Question:

What motivates you to work hard?

Sample answer:

Seeing a clear path to career advancement at a dynamic company with an exciting and growing motivates me. That's why I applied for this position. Everything I have read about Chilton Bros. shows you are poised for sustained I want to be part of a company in which my ideas and expertise can be implemented. That would be exciting!

Purpose

- *To learn how to answer interview questions effectively.*

Question:

How has your education prepared you for the job?

Sample answer:

Through my education, I acquired practical skills, such as computer and bookkeeping skills, which can be useful for the position. More importantly, school really taught me how to set goals and overcome challenges.

Vocabulary

poise / practical skill / overcome

Expressions

- **to motivate**

Meaning : to give someone a reason for doing something

- **Everything I have read about...shows...**

Meaning : to explain what you know about the company

- **want to be part of a company**

Meaning : to show your enthusiasm to work in the company

- **Through my... I acquired... which can be useful for the position**

Meaning : to explain about what you learned and how it will be applicable to a position

- **[school / company / club] teaches somebody...**

Meaning : to show what somebody has learned from past experiences

Practice ~Answering Interview Questions~

Prepare your answer to the questions listed below with the expressions you have learned.

1) What motivates you at work?

2) How has your education prepared you for the job?

※The student has a 5-minute preparation for each question.

Vocabulary

Fundamental Expressions

Part16

Job Interview

~Thank You E-mail~

Subject: Thank you for the interview

Dear Mr. Thompson:

It is my pleasure to be called for a phone interview this afternoon. *It was great to learn more about the position* and *now I'm even more confident of my qualifications. As I said, I'm very familiar with* the job scope. *I can't wait to tackle them more specifically with you.* I am looking forward to hearing from you very soon. Have a nice week.

Ryo Serizawa

Purpose

- *To learn how to express gratitude and enthusiasm for a job offer.*

Dear Dr. Martin:

Thank you for the opportunity to be called for an interview today. Seeing the facilities and talking to your staff *gave me a clearer view of the job description. I am very enthusiastic to be a part of* your first technical *team. I believe that my work experience and my background* in Computer Science and Business Administration *qualify me for the position.* If you have any questions, please contact me at 722-7181-698 anytime. I am looking forward to hearing from you.

Vocabulary

job scope / job description

Expressions

- ***It was great to learn more about the position***

Meaning : to tell that you learned a lot about the position

- ***be more confident of one's qualifications***

Meaning : to show your enthusiasm to the position with confidence

- ***Can't wait to tackle the job more***

Meaning : to show that you are ready to handle challenges

- ***...gave a clearer view of the job description***

Meaning : to illustrate that you understand the position more

- ***I believe that my work experience and my background in...qualify me for the position.***

Meaning : to convey your confidence for the position by referring to your qualifications

Practice ~Thank You E-mail~

- 1) Write a "Thank You Email" to Ms. Watson expressing how grateful you are for the interview. Include the details of:
 - a) being thankful for the time spent for the interview;
 - b) your appreciation to learn more about the position you have applied for;
 - c) your enthusiasm and confidence to qualify their requirements for the said position.
- 2) Write a "Thank You Email" to Mr. Tom for the interview and the construction site visit which were done prior to writing this email. Express your gratitude and enthusiasm through:
 - a) stating how thankful you are for his time and the site tour;
 - b) showing your eagerness to be hired;
 - c) illustrating that you understood the duties in line with the position after the site tour.
- 3) Compose a "Thank You Email" about a significant job interview with the expressions you have learned.

Vocabulary

significant