

(Read this direction silently.)

➤ Let your student read aloud the following words and definitions. Check your student's pronunciation. Then, ask your student to construct his/her own sentence using each word on the list.

If the student cannot make a sentence, you may read the sample sentence and ask the student to repeat. You may provide short scenarios to aid the student in understanding the words.

Word/Expression	Definition	Sample Sentence
n. agenda	a list or outline of things to be done or considered	Construct a sentence using "agenda". Tutor's sample sentence: So, what's on the <u>agenda</u> of our meeting today?
n. minutes	the official notes kept during a meeting	Construct a sentence using "minutes". Tutor's sample sentence: Do you have a copy of last meeting's <u>minutes</u>?
v. address	to resolve a problem	Construct a sentence using "address". Tutor's sample sentence: We need to <u>address</u> this issue as soon as we can.
v. go over	to check something in a careful or detailed way	Construct a sentence using "go over". Tutor's sample sentence: We need <u>to go over</u> their proposal before agreeing to anything.
v. end up	turn out to be	Construct a sentence using "end up". Tutor's sample sentence: We need to be careful about making this decision because we don't want <u>to end up</u> regretting it.

(Read this direction silently.)

➤ Read the text below to your student.

Let your student study the given data below.

Ask your student to interpret the data. Then, discuss.

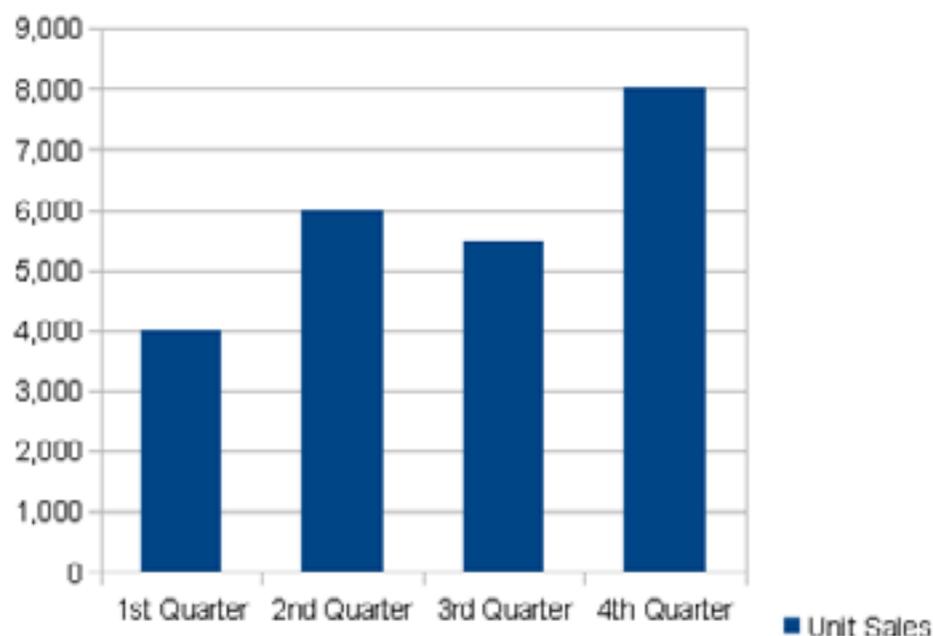
If the student cannot interpret the data, you may provide a brief explanation or background.

In the upcoming interdepartmental meeting, you're assigned to explain the 2016 Sales Report of Smartphone Units.

Make sure to follow the format below in your explanation.

- introduce the general idea
- enumerate main points
- make a conclusion

2016 SALES REPORT OF SMARTPHONE UNITS



(Read this direction silently.)

- Let your student read the passage below silently. Then, discuss with your student. Ask your student how he/she would deal with the situation.

As a conclusion of the recent meeting with department heads, you need to relay the information about the 2016 Sales Report of Smartphone Units to your team and come up with an action plan for this year's marketing and advertising plan. The decrease in sales in smartphone units in the 3rd quarter was due to the problem with the production around July. It resulted in the delay in product release.

Sample Answer:

I would put market demand, status of production, action plan for faster production, timing of product release, and marketing strategies on the meeting agenda.

(Read this direction silently.)

▶ Let your student read the text below silently. Make sure your student answers in 4-5 sentences.

You may ask your student to choose from the following:

- (a) Answer each question verbally. One minute is allotted per question.
Feedback will be given after each item.
- (b) Answer all three questions in written form. Send it to your tutor via chat.
Feedback will be given after the activity.

▶ I'd rather head the meeting than write the minutes.

Sample:

I think my keen attention to detail will be best used in writing minutes. I'm not saying that heading a meeting requires less note taking; it's just that writing minutes, in my opinion, requires great focus as discussions should be well documented and all points must be noted.

▶ Setting an agenda is the most important part of a meeting.

Sample:

The agenda sets the direction of the meeting. Without direction, discussions will be all over the place. It is important so that things could be dealt with methodically.

▶ Long meetings are productive.

Sample:

Long meetings do not guarantee productivity. We ensure productivity by addressing what's needed to be addressed. Some meetings are short but productive.