

(Read this direction silently.)

➤ Read the following words and sample sentences with your student.

## Please read after me.

| Word                        | Definition                       | Sample Sentence  |
|-----------------------------|----------------------------------|--|
| v.<br><b>confirm</b>        | to show the truth or correctness | I'm calling to <b>confirm</b> the details of our meeting tomorrow. |
| n.<br><b>agenda</b>         | a list of things or activities   | Allow me to confirm the meeting <b>agenda</b> .                    |
| v.<br><b>mention</b>        | to speak about                   | Don't forget to <b>mention</b> who came up with that idea.         |
| adv.<br><b>individually</b> | one by one; single               | The guests entered the room <b>individually</b> .                  |
| v.<br><b>include</b>        | to contain; be a part of         | His report <b>includes</b> all the necessary details.              |
| adj.<br><b>current</b>      | latest; at the present time      | Please make sure that all your records are <b>current</b> .        |
| n.<br><b>update</b>         | to give latest information       | I'll send you <b>updates</b> on this research tomorrow.            |

(Read this direction silently.)

- Read the whole dialogue as clearly as you can.  
This will be your student's guide in choosing the appropriate word for each blank.

**TUTOR** Good morning!  
Production 3 office; this is Ms. Torres speaking. How may I help you?

**STUDENT** Good morning! This is Mr. Goto of Production 2 office.  
I'm calling to (1) confirm the details of our meeting tomorrow.  
It's at 2:15 PM at the main conference room. Did I get it right?

**TUTOR** Yes, you got it right, Mr. Goto.  
Please allow me to also confirm the meeting (2) agenda.

**STUDENT** That's a good idea.  
Do you mind if I ask you to (3) mention the items (4) individually?

**TUTOR** No, not at all. The agenda (5) includes the (6) current production status,  
additional manpower needed, and (7) updates on our processes.

**STUDENT** That's helpful. Thanks. I'll talk to you later.

- After you read the whole dialogue, ask your student to choose the appropriate word for each blank.  
What is the missing word in blank no. \_\_\_? (1) to (7)

## Activity 3 Dialogue

4 min

(Read this direction silently.)

- Refer to the dialogue in Activity 2. Read the dialogue with your student.  
Make sure all blanks are filled in before reading it aloud with your student.

(Read this direction silently.)

➤ Read the following statements below and ask your student to choose the appropriate response.

1. Good morning! Production 3 office; this is Ms. Torres speaking. How may I help you?
  - a. How are you?
  - b. Okay, I will help you.
  - c. ***I'm calling to confirm the details of our meeting tomorrow.***
  - d. Sorry, you've got the wrong number.
  
2. It's at 2:15 PM at the main conference room. Did I get it right?
  - a. Yes, you got it wrong.
  - b. Yes, you do.
  - c. No, we didn't.
  - d. ***Yes, you got it right.***
  
3. Please allow me to also confirm the meeting agenda.
  - a. It's 1:11 now.
  - b. I have an idea.
  - c. ***That's a good idea.***
  - d. That's exciting.
  
4. Do you mind if I ask you to mention the items individually?
  - a. Yes, I do.
  - b. Definitely.
  - c. ***No, not at all.***
  - d. No, you don't.
  
5. The agenda includes the current production status, additional manpower needed, and updates on our processes.
  - a. ***That's helpful. Thanks a lot!***
  - b. What is your question?
  - c. How may I help you?
  - d. No problem.