

(Read this direction silently.)

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

## Please read after me.

Word	Definition	Sample Sentence
n. <b>sales target</b>	a set goal for a salesperson or sales department	Ms. Nakano, please tell us about the <b>sales target</b> .
adj. <b>prospective</b>	potential, possible	For this month, we have two <b>prospective</b> clients.
n. <b>initial offer</b>	first offer from a salesperson to a client	I have already sent them the <b>initial offer</b> .
v. <b>recommend</b>	to advise or suggest	I <b>recommend</b> that you conduct your research on these two companies.
n. <b>catalogue</b>	list of items	You could personalize the <b>catalogue</b> according to their needs.
v. <b>elaborate</b>	to add further details	Could you please <b>elaborate</b> ?
n. pl. insights <b>insight</b>	clear or deep perception of a situation	Thank you for your <b>insights</b> .

(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** Ms. Nakano, please tell us about the (1) **sales target**.  
Do we have any (2) **prospective** clients for this month?

**STUDENT** For this month, we have two prospective clients who need additional office furniture since they plan to expand their businesses.  
I have already sent them the (3) **initial offer**.

**TUTOR** Sounds great. However, I (4) **recommend** that you conduct your research on these two companies so that you could personalize the (5) **catalogue** according to their needs. What do you think, Ms. Nakano?

**STUDENT** I don't see what you mean, sir. Could you please (6) **elaborate**?

**TUTOR** What I mean is, you could try meeting the clients so you can find out how we can help them. Clients will rely on us more if you are friendly with them.

**STUDENT** Noted, sir. Thank you for your (7) **insights**.

- 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. Do we have any prospective clients for this month?
  - a. No, we have two prospective clients for this month.
  - b. Yes, prospective competitors will generate our sales.
  - c. **Yes, we have two prospective clients for this month.**
  - d. No, the market for furniture will be saturated.
  
2. What do the prospective clients need?
  - a. **The prospective clients need more office furniture.**
  - b. The prospective investors must take care of the cats.
  - c. The prospective cliques need more popularity.
  - d. The prospective climate change looks dire.
  
3. Have you sent them the initial offer?
  - a. Yes, the initial offer was \$5000.
  - b. **Yes, I have already sent them the initial offer.**
  - c. No, I rejected the offer.
  - d. No, the initial offer was not sent.
  
4. What would be the best recommendation to meet your sales target?
  - a. I commend you on your negotiation skills.
  - b. I command the team to investigate the scene.
  - c. I recommend the apple pie to them.
  - d. **I recommend that you conduct your research on these companies.**
  
5. I don't see what you mean. Could you please elaborate?
  - a. **What I mean is, you could try meeting the clients.**
  - b. What I mean is, elaborate is detailed.
  - c. What I mean is, the preparations are elaborate.
  - d. What I mean is, it's not necessary.