

➤ Study the following words and their definitions with your tutor.
Then, construct your own sentences using each word on the list.

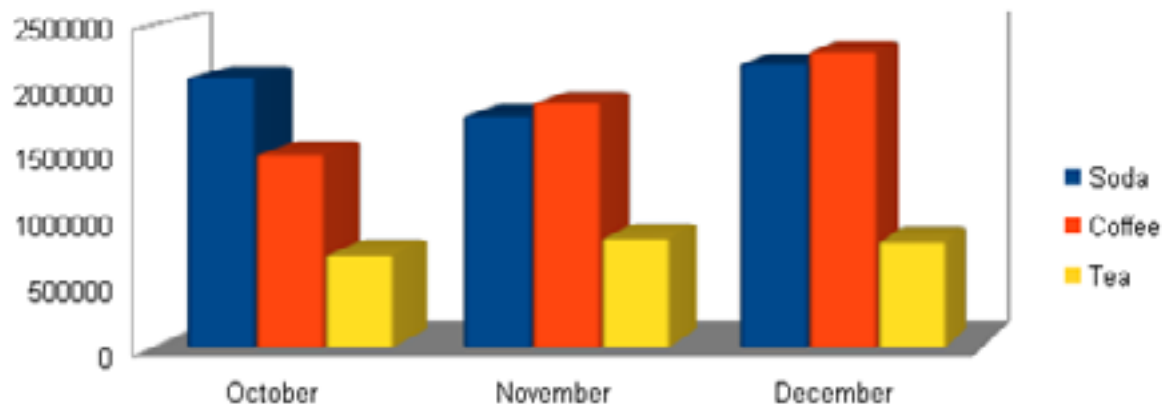
Word/Expression	Definition	Sample Sentence
n. attrition	a reduction in numbers usually as a result of resignation, retirement, or death	Construct a sentence using “ attrition ”.
phrasal verb. measure up	to be as good, successful, etc., as expected or needed	Construct a sentence using “ measure up ”.
adj. ubiquitous	present or found everywhere; constantly encountered	Construct a sentence using “ ubiquitous ”.
phrasal verb. turn down	reject	Construct a sentence using “ turn down ”.
n. behemoth	a huge or monstrous creature; (in business) something enormous, especially a big and powerful organization.	Construct a sentence using “ behemoth ”.

- Listen to your tutor as he/she reads the text.
Study and interpret the given data. Then, discuss with your tutor.

Your company is planning to expand its business by engaging in trades other than manufacturing food products. Your supervisor asked you to research on the kinds of beverages with the highest sales in the last quarter of the previous year. You are tasked to report a surface analysis during the meeting using the following outline:

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

Beverage Sales in the Last Quarter of 2016



Activity 3 Problem-solving

5 min

Negotiation: Establishing Potential Trades
Business English for Expert **weblio** 英会話

- Read the passage below silently. Then, discuss with your tutor.
In your discussion, talk about how you would deal with the situation.

You will be one of the presenters in the upcoming meeting for the expansion of your company's business. The topic assigned to you by your supervisor is the potential type of beverage your company will be targeting to manufacture in the next fiscal year, in order to increase its revenue. In your presentation, provide a brief analysis on the sales of the top 3 beverages in the last quarter of 2016 (as shown in the graph in Activity 2.)

➤ Read the text silently. Express your opinion on each statement in 4-5 sentences.

- ▶ Being spontaneous when reporting an analysis is better than being prepared for it with a written work.
- ▶ Briefing everyone before a meeting is important.
- ▶ Doing a thorough research is essential before making a crucial decision.