

(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 is unable to construct a sentence, you may read the sample sentence provided 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. <b>attrition</b>	a reduction in numbers usually as a result of resignation, retirement, or death	Construct a sentence using " <b>attrition</b> ". Tutor's sample sentence: The agency has a high rate of <u>attrition</u> because its employees are unsatisfied with the salary.
phrasal verb. <b>measure up</b>	to be as good, successful, etc., as expected or needed	Construct a sentence using " <b>measure up</b> ". Tutor's sample sentence: In order to be employed, an applicant must <u>measure up</u> to the standards of a company.
adj. <b>ubiquitous</b>	present or found everywhere; constantly encountered	Construct a sentence using " <b>ubiquitous</b> ". Tutor's sample sentence: Smartphones have become <u>ubiquitous</u> . Everyone, regardless of social standing, owns one.
phrasal verb. <b>turn down</b>	reject	Construct a sentence using " <b>turn down</b> ". Tutor's sample sentence: The corporation had no choice but to <u>turn down</u> the ridiculously low offer.
n. <b>behemoth</b>	a huge or monstrous creature; (in business) something enormous, especially a big and powerful organization.	Construct a sentence using " <b>behemoth</b> ". Tutor's sample sentence: ToYouTa is a <u>behemoth</u> in the automotive industry.

(Read this direction silently.)

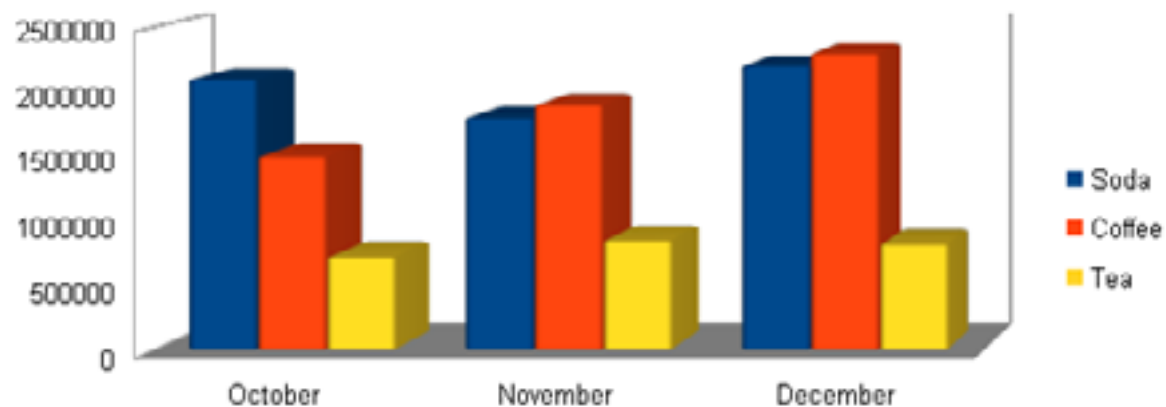
➤ Read the text below to your student. Let your student study the given data below.  
Ask your student to interpret the data. Then, discuss.

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

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



(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.

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.)

### Sample Answer:

Among the three types of beverages, coffee appears to be the most consistent in its increase in sales. This is considering the sales trend from October 2016 to December 2016. Therefore, if our goal is to gain profit by selling beverages, the best way to go is to produce and sell new varieties of coffee to the market.

(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.**

▶ Being spontaneous when reporting an analysis is better than being prepared for it with a written work.

Sample:

I disagree. I think it's better to prepare a written report of an analysis than to be spontaneous with it. Doing so will not only make the presentation substantial, but it will also be more organized. This also helps in maintaining the objectivity and comprehensibility of your presentation.

▶ Briefing everyone before a meeting is important.

Sample:

It's important to discuss the agenda before commencing with the meeting so that everyone would be aware of what will be discussed. It can help prepare members for it so they'd have something substantial to contribute during the meeting.

▶ Doing a thorough research is essential before making a crucial decision.

Sample:

When making critical decisions, doing your research is necessary. Researching is especially important if it concerns the welfare of a company. It's important to think things through and consider the advantages and disadvantages of each option before deciding.