

(Read this direction silently.)

- Ask your student to read aloud the vocabulary words. Then, ask your student to read aloud and complete the sentences. Note that your student cannot see the underlined words.

commend (v.)

stratagem (n.)

substantial (adj.)

abetment (n.)

accord (n.)

1. The report you sent me is substantial. It contains all the details I need to know.
2. We must strictly follow the accord because it is what we have agreed upon.
3. The abetment of the government is needed to accomplish the projects this year.
4. You always do your best to complete all the tasks on time. I would like to commend you for that.
5. We have tough competitors. Thinking of a new stratagem is what we need to get ahead.

(Read this direction silently.)



Read the whole dialogue with your student.

Make sure your student fills in the blanks using the words in Activity 1.

Note that your student cannot see the underlined words.

TUTOR Thank you for coming even on a short notice. I really appreciate it.

STUDENT No problem. Luckily, I have no scheduled appointments today.

TUTOR Let me start by thanking you for the detailed report you've sent me. I must admit it is (1) substantial.

STUDENT You're welcome! Do you have further questions about the status of the project?

TUTOR Not really. I like how you strictly followed the (2) accord we have agreed upon.

STUDENT That's good to hear! I would not have done it without the (3) abetment of the president of our company.

TUTOR You're very humble. I would also like to (4) commend your efforts to accomplish your tasks on time.

STUDENT Thank you. I am glad that you are satisfied with my work.

TUTOR Absolutely. The (5) stratagem you proposed will definitely help us beat our competitors.

STUDENT I really hope it does!

(Read this direction silently.)

➤ Read aloud the following passage to your student twice. Then, ask the question below.

Please listen carefully as I read a passage.

In an organization, it is important to have proper communication. Giving or receiving feedback, whether positive or negative, is helpful in accomplishing the tasks effectively. Positive feedback can boost the confidence of an employee while negative feedback let an employee know what he or she should improve on in order to perform better.

Please answer the following question:

According to the passage, why is having proper communication important in an organization?

(Read this direction silently.)

➤ Ask your student to read the text aloud. Then, ask the question below.

Please read the text.

It has been two weeks, but you still haven't received any updates from the media planners you hired for your marketing campaign. When you called them, you were given an incomplete report. You're thinking of replacing them, however, your manager adjusted the deadline to next week.

Then ask this question to your student.

How do you deal with the situation?