

**Activity 1** Words and Phrases

(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
v. <b>call off</b>	to cancel	Construct a sentence using “ <b>call off</b> ”. Tutor's sample sentence: The meeting with the manager was <u>called off</u> last Friday.
v. <b>think through</b>	to consider carefully and thoroughly	Construct a sentence using “ <b>think through</b> ”. Tutor's sample sentence: You should <u>think through</u> all the facts before escalating the concern to your manager.
n <b>joint venture</b>	a business arrangement in which two or more parties agree to pool their resources for the purpose of accomplishing a specific task	Construct a sentence using “ <b>joint venture</b> ”. Tutor's sample sentence: Some of the known <u>joint ventures</u> in the multimedia industry are successful.
n. <b>mergence</b>	to become joined or united	Construct a sentence using “ <b>mergence</b> ”. Tutor's sample sentence: The <u>mergence</u> of the two companies did not work out in the end.
v. <b>instill</b>	to infuse slowly or gradually into the mind	Construct a sentence using “ <b>instill</b> ”. Tutor's sample sentence: The benefits and risks of this sudden mergence are <u>instilled</u> in the client.

(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.

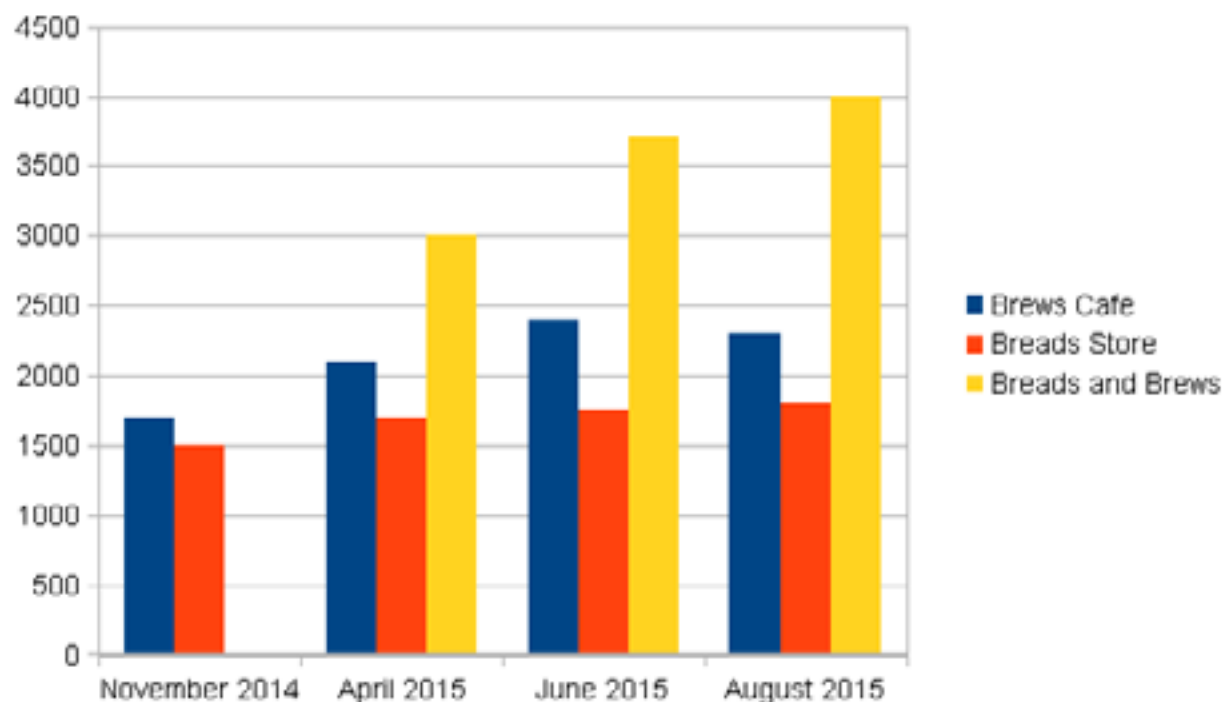
If the student cannot interpret the data, you may provide a brief explanation or background

You and your college friend established two different shops. You proposed to do a joint venture, he agreed at first, but called it off. After five months, you are to present the same proposal to your friend once again. Think of an effective reason why you're restarting a negotiation about merging your business.

Make sure to follow the format below in your explanation.

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

### BREAD AND BREWS' SALES AFTER MERGENCE



(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 finally convinced your friend to agree on the joint venture. You both decided to rent a better location for your new business. He mentioned that he already has a target location, but the owner rejected your friend's proposal when he went there to negotiate. You actually became interested in the location too, but the owner was firm that she's no longer interested after the previous tenant sullied her place.

### Sample Answer:

In negotiations, always remember to be polite and respectful. Arguments can be avoided if you would not let pride get in the way. I would talk to the owner the way I negotiate with a friend so that she can understand that we're not like her past tenants and that we would keep the establishment clean/well-kept.

(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.

▶ Joint ventures are beneficial, but risky.

Sample:

It would be beneficial for both companies, especially in terms of resources and financial aspect. However, like any other businesses, it does not come without considerable risks since success depends on proper timing and careful planning.

▶ Diplomacy is one perfect tool you should use when talking to business partners and clients.

Sample:

When we talk to our partners and clients, we should always speak in a professional way. We can avoid conflicts if we refrain from raising our voice or saying words that may offend anyone.

▶ Never compromise on communication when negotiating.

Sample:

Even if the deal got called off on the first try, when we are consistent in communicating with suppliers or clients, we could gain their trust once talks are restarted. It only proves that we are determined to partner with them and will do everything to close deals.