

(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.

call the shots (idiom)

jot down (verb phrase)

game plan (n.)

looking forward (verb phrase)

eager beaver (idiom)

1. The marketing director is developing a game plan to lure businesses to the city.
2. Penny is an eager beaver when it comes to work. It is not surprising that he's appointed as the head of the trading team.
3. Since the president is away, the vice-president will call the shots for the business proposal.
4. During meetings, Sara makes sure to jot down important information on her notebook.
5. She's looking forward to work for a multinational company.

(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 Good morning, Ms. Natalie Lanzen. How is everything going?
It seems to me that this meeting is an urgent one.

STUDENT Good morning to you, too, Christian. Indeed, this meeting is urgent, and I am sorry for the short notice. This is about our new branch.

TUTOR It's alright, ma'am. What about our new branch? Are we going to try to come up with a (1) game plan for its opening?

STUDENT I was told by the chairman to (2) call the shots for this project.
Please (3) jot down the minutes of this meeting.

TUTOR Will do, Ma'am. So, when is the opening?

STUDENT The event will be held at exactly 6 pm at Hilton Auckland.

TUTOR Noted on this, Ma'am. I will also communicate with the events planning team for updates.

STUDENT Yes, please do so. Since Sherry is the (4) eager beaver in our team, kindly assign her the job of notifying our media partners to cover the upcoming event. Make sure that everything is going smoothly since the chairman is really (5) looking forward to a successful launch.

TUTOR Don't worry, Ms. Lanzen. We'll do our best. Is there anything else I can do for you?

STUDENT That's about it, Christian. Thank you for your initiative. You may now go back to your workstation.

(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.

When making big announcements, it is important to provide the employees with the opportunity to raise their questions. It is necessary to assign the appropriate spokesperson with the job of delivering the news in a truthful and tactful manner. On top of that, one should be able to measure how effective the announcement is in terms of reaching all employees and whether queries were answered or problems were solved.

Please answer the following question:

According to the passage, what are the things you must consider when making an announcement?

(Read this direction silently.)

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

Please read the text.

You received a letter from the CEO that you are to announce the fixed working hours of the employees. It will be implemented starting next week. The Human Resources Department of your company agreed to abolish the flexi-time option, so all employees will be required to be at the office from 9:00 am to 6:00 pm each working day.

Please answer the following question:

How do you deal with the situation?