

➤ 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
adj. fail-safe	having no chance of failure	Construct a sentence using “ fail-safe ”.
v. instigate	to urge forward; to start	Construct a sentence using “ instigate ”.
v. hone in	to move toward or focus the attention on an objective	Construct a sentence using “ hone in ”.
v. hammer out	to talk over a deal, plan etc., with much effort until agreed upon	Construct a sentence using “ hammer out ”.
v. firm up	to become more definite or to be sure	Construct a sentence using “ firm up ”.

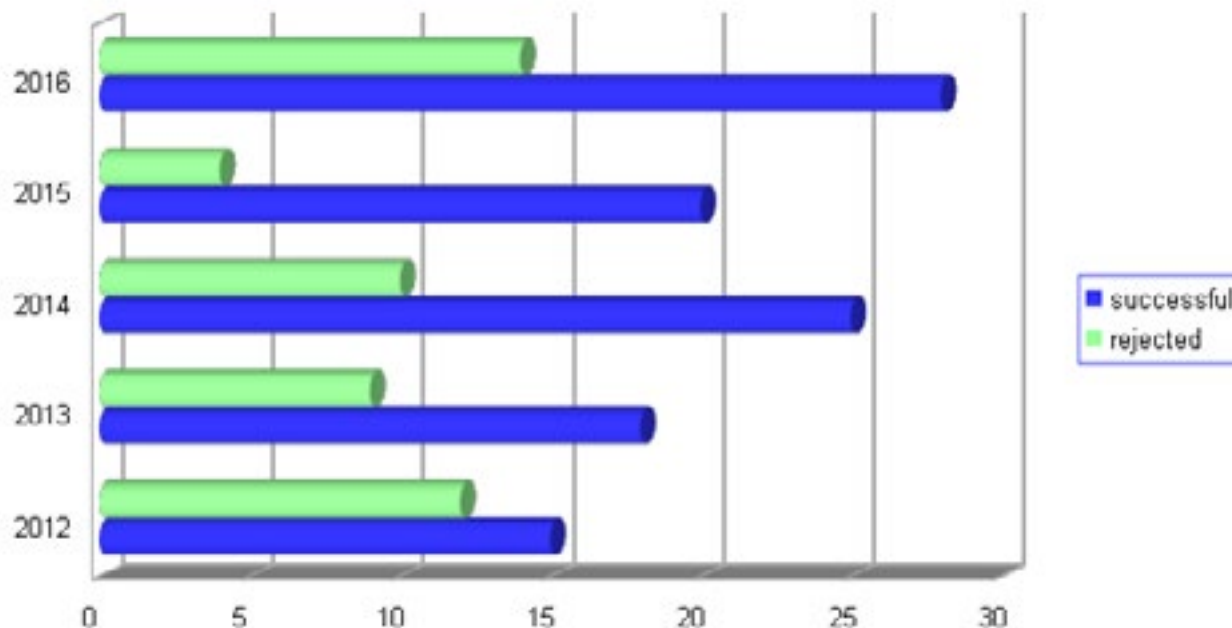
- Listen to your tutor as he/she reads the text.
Study and interpret the given data. Then, discuss with your tutor.

It's almost time for the annual year-end report. Your task is to present to the board of trustees the success and rejection rates of the car deals for the past year, and the difference we've made this year and the past five years.

Make sure to follow the format below in your presentation.

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

Successful vs. Rejected Car Deals



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

Your clients called for a meeting about your recent deal. They wanted to present their demands for them to seal the deal. You need to bargain with them so that your company would also gain from the deal. How can you seal the deal and meet with the clients' demands halfway?

Refer to the information below.

Client's demands	Your company offers
5 company cars for \$60,000	5 cars for \$85,000/ 4 cars \$60,000 (all cars are automatic with auto cross function) max discount: 5%
Free car registration	Free car registration
5 year warranty	3 year warranty, 5 years for parts repair.
Free matting, car radio and dash board camera	Free car radio, usb port ready, and dash board camera
Free towing assistance	Third party towing assistance

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

- ▶ I'd rather do paper works in the office the whole day than go out and meet the company's clients.
- ▶ Coming up with a solution is the best part of a meeting.
- ▶ Market research is the key to a successful company.