

(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
adj. <b>fail-safe</b>	having no chance of failure	Construct a sentence using “ <b>fail-safe</b> ”. Tutor's sample sentence: We should focus mainly on <u>fail-safe</u> products this year.
v. <b>instigate</b>	to urge forward; to start	Construct a sentence using “ <b>instigate</b> ”. Tutor's sample sentence: The company <u>instigated</u> an investigation regarding the lost financial statements.
v. <b>hone in</b>	to move toward or focus the attention on an objective	Construct a sentence using “ <b>hone in</b> ”. Tutor's sample sentence: We should <u>hone in</u> the upcoming project since it's the biggest this year.
v. <b>hammer out</b>	to talk over a deal, plan etc. with much effort until agreed upon	Construct a sentence using “ <b>hammer out</b> ”. Tutor's sample sentence: The sales team is having a meeting to <u>hammer out</u> a deal with the new investors.
v. <b>firm up</b>	to become more definite or to be sure	Construct a sentence using “ <b>firm up</b> ”. Tutor's sample sentence: The finance department should <u>firm up</u> the company's budget for next year.

(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.

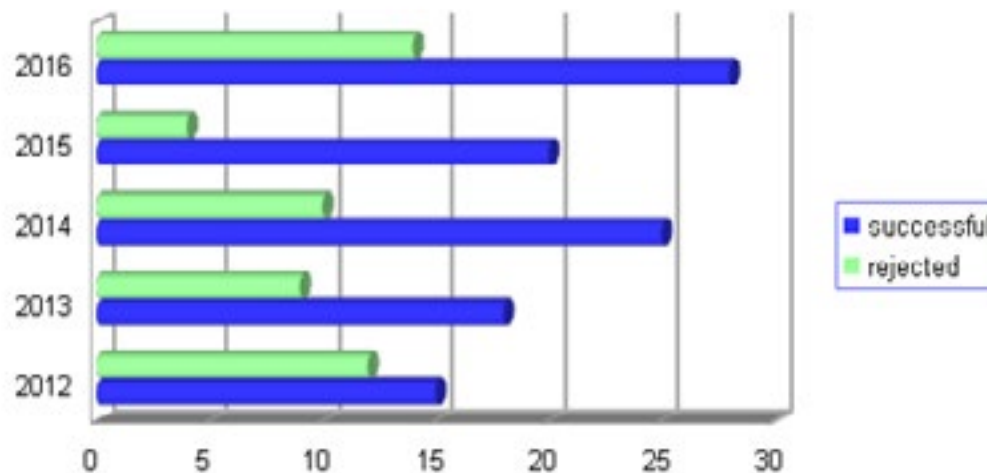
If the student cannot interpret the data, you may provide a brief explanation or background.

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 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.

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 camerav	Free car radio, usb port ready, and dash board camera
Free towing assistance	Third party towing assistance

**Sample Answer:**

I would tell the client why our company's offer is better. I can elaborate on how they are going to benefit from it. I would present that this offer is affordable, and they can get more than what they are paying for. Discounting the price and offering freebies are also some options.

(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.

▶ I'd rather do paperwork in the office the whole day than go out and meet the company's clients.

Sample:

I would love to go out and meet the clients. It's a good opportunity to interact with others and to challenge myself in closing a deal.

▶ Coming up with a solution is the best part of a meeting.

Sample:

Coming up with the solution is the best part for me. A meeting is a perfect avenue for both personal and professional growth.

▶ Market research is the key to a successful company.

Sample:

I believe that market research is the key to a successful company. It would show the needs of the clients or the reaction of the target market to your product/service. It would give you an opportunity to improve your products/services in order to generate higher profit.