

(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.

receipt (n.)
contractor (n.)
contract of lease (n.)
expedite (v.)
requirements (n.)

1. A copy of the contract of lease will be sent to your office address.
2. The admin started processing the building requirements to avoid any delay in the construction.
3. We'll be having a meeting with our current contractor for the project briefing.
4. Send us a copy of the official receipt, the business permit, and a profile of your contractor.
5. Expedite the signing of contract for the budget to be released on time.

(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! I am Christine Romano from Mint Eye Holdings.
May I speak with Mr. Jiro Ueda?

STUDENT Good morning, Ms. Romano. I am Jiro Ueda, the Building Manager.
How can I help you today?

TUTOR I would like to get a copy of the (1) contract of lease from your office.
May I know the requirements to secure one?

STUDENT First, let us know the purpose of securing a copy of the contract.

TUTOR We'll need the contract of lease so that our (2) contractor can check the repair clause.

STUDENT I see. Please give us a copy of your latest (3) receipt, a clear copy of
your business permit, a profile of your contractor, and your maintenance form.
Please expect the release of your requested copy in 5 working days.

TUTOR Is it possible to (4) expedite the release of the contract?

STUDENT There's an additional charge of \$5 for an express processing.
You may go to our accounting office to pay in cash, or you may opt to charge it on
your next month's bill.

TUTOR I see. I'll gather the (5) requirements, then submit them to your office.
Please charge the express fee on our next month's bill.

STUDENT Noted, Ms. Romano. Please submit the requirements to my assistant, Ms. Yamada.

(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.

“If it's not in writing, it didn't happen” is a common saying at work. Documenting every step is vital in any work process. It helps a team trace its movements such as activities and transactions. Putting everything in writing eliminates doubt and sheds light on work matters. Keeping track of all the work being done can lead to better decision-making. Documentation is an essential tool that everyone in the workplace should practice everyday.

Please answer the following question:

According to the passage, why is documentation important?

(Read this direction silently.)

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

Please read the text.

You are in charge of processing students' enrollment at an international school. A parent went to your office accusing you of negligence because her son was not able to attend his classes. You investigated his complaint thoroughly and found out that the requirements for enrollment was not fulfilled by the parent.

Please answer the following question:

How do you deal with the situation?