

➤ 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
v. <b>to back up</b>	(of vehicles) form into a queue due to congestion	Construct a sentence using “ <b>to back up</b> ”.
v. <b>pitch in</b>	vigorously join in to help with a task or activity	Construct a sentence using “ <b>pitch in</b> ”.
v. <b>wrap up</b>	put on (or dress someone in) warm clothes	Construct a sentence using “ <b>wrap up</b> ”.
v. <b>implement</b>	put (a decision, plan, agreement, etc.) into effect	Construct a sentence using “ <b>implement</b> ”.
v. <b>collaborate</b>	work jointly on an activity or project	Construct a sentence using “ <b>collaborate</b> ”.

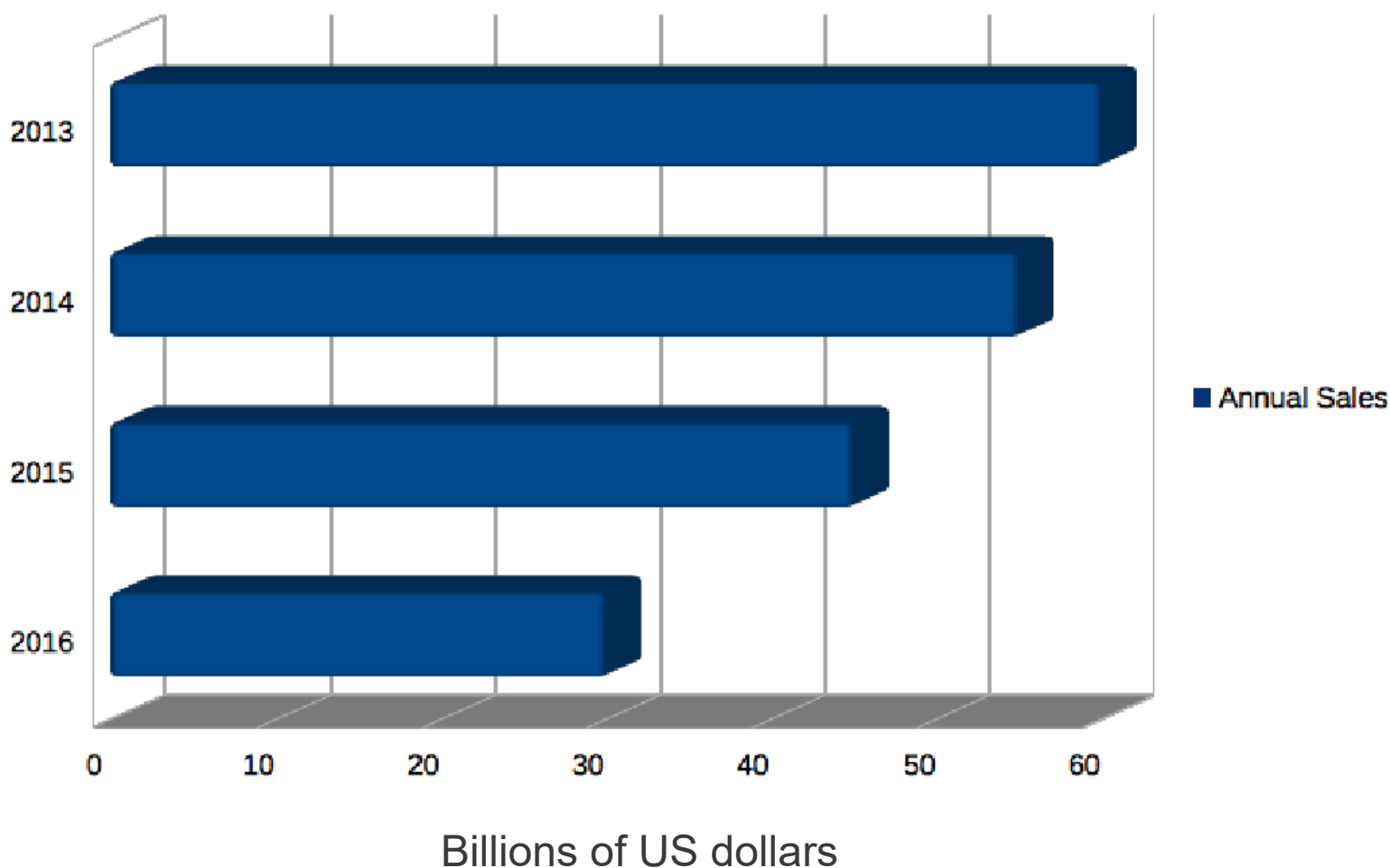
- Listen to your tutor as he/she reads the text.  
Study and interpret the given data. Then, discuss with your tutor.

You are tasked to present the annual sales report for the past three years for ABC Electronics using the figures shown below.

Make sure to follow the format below in your explanation.

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

ABC Annual Sales Report



## Activity 3 Problem-solving

5 min

Meeting: Managing Discussions  
Business English for Expert **weblio** 英会話

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

Nowadays, most employees think that attending a meeting is a complete waste of time. According to a survey of U.S. professionals by Salary.com, meetings ranked as the number one office productivity killer.

How would you change that kind of thinking among your employees?

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

- ▶ What are the things that you should do when managing or conducting a meeting?
- ▶ Are careful planning and time management important when hosting a meeting? If yes, why? And if no, why not? Discuss your answer.
- ▶ How will you ensure that you have a meaningful and productive discussions during meetings?