

(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
v. to back up	(of vehicles) form into a queue due to congestion	Construct a sentence using “to back up” . Tutor's sample sentence: The traffic began <u>to back up</u>.
v. pitch in	vigorously join in to help with a task or activity	Construct a sentence using “pitch in” . Tutor's sample sentence: We must all <u>pitch in</u> and do our part.
v. wrap up	put on (or dress someone in) warm clothes	Construct a sentence using “wrap up” . Tutor's sample sentence: Tim was well <u>wrapped up</u> against the weather.
v. implement	put (a decision, plan, agreement, etc.) into effect	Construct a sentence using “implement” . Tutor's sample sentence: The scheme to <u>implement</u> student loans was discussed during the meeting.
v. collaborate	work jointly on an activity or project	Construct a sentence using “collaborate” . Tutor's sample sentence: He <u>collaborated</u> with him on numerous hotel projects.

(Read this direction silently.)

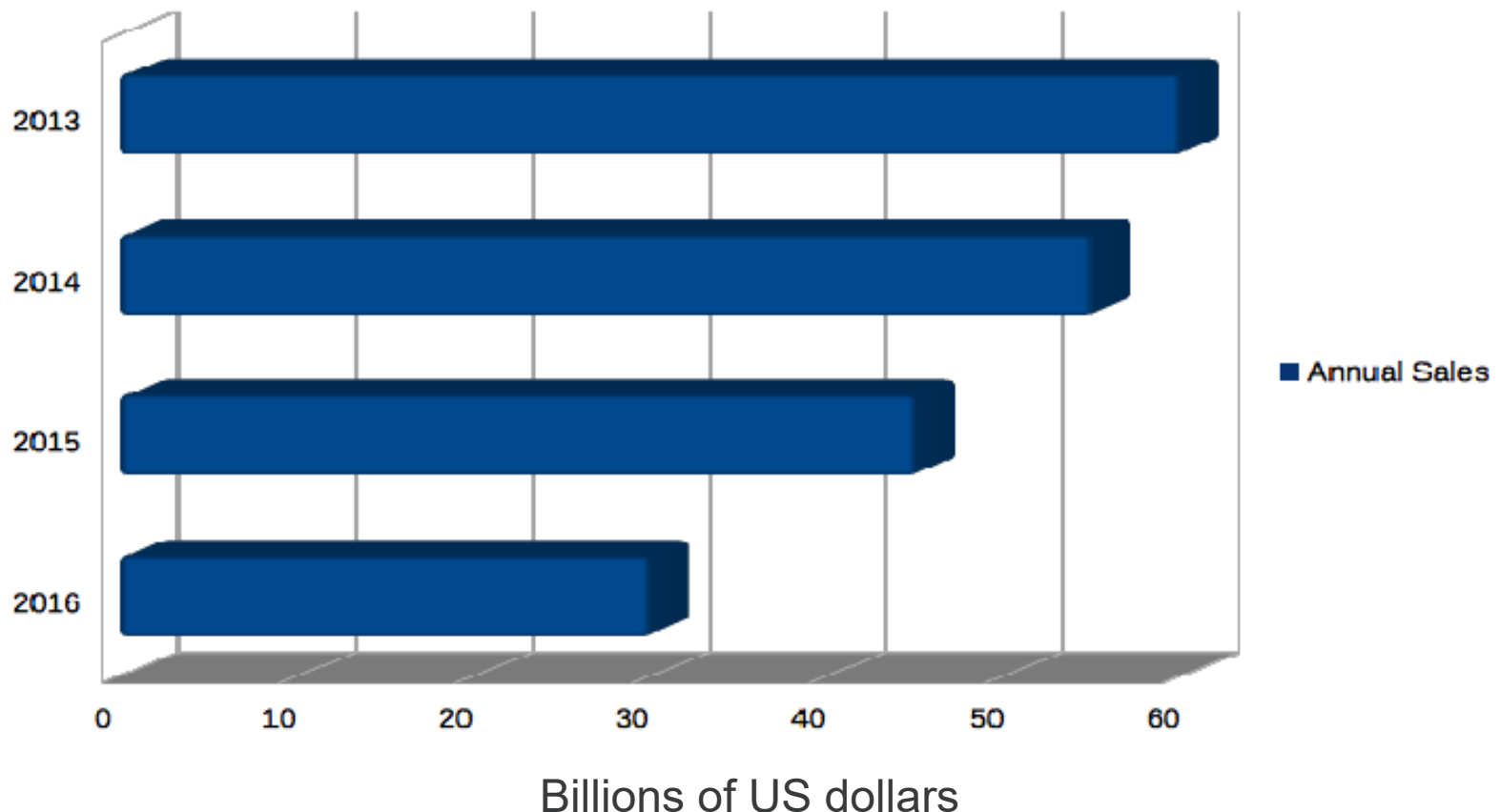
- Read the text below to your student.
- Let your student study the given data below.
- Ask your student to interpret the data. Then, discuss.
- If the student cannot interpret the data, you may provide a brief explanation or background.

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



(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.

Nowadays, most employees think that attending a meeting is a complete waste of time. According to a survey conducted by 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?

Sample Answer:

I would tell my employees that a meeting is a perfect avenue for open communication to share their ideas. This is also a way to remind our team of the objectives and goals we have to achieve.

(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.

▶ What are the things that you should do when managing or conducting a meeting?

Sample:

Make sure that you have everything you need and be ready to present your agenda, objectives and goals to achieve.

▶ Are careful planning and time management important when hosting a meeting?

If yes, why? And if no, why not? Discuss your answer.

Sample:

Yes, because the success of a project depends on both.

▶ How will you ensure that you have meaningful and productive discussions during meetings?

Sample:

It can be productive by posing thought-provoking questions, and encouraging each person in the room to share their ideas.