

(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.

transcribe (v.)

minutes (n.)

unbiased (adj.)

resolution (n.)

minute taker (n.)

1. The minute taker for the client meeting was stuck in traffic.
2. To transcribe an audio recording is challenging.
3. You're assigned to take the minutes of the meeting.
4. No resolution was made due to disagreements between stakeholders.
5. In decision-making, we should be unbiased and consider every factor, given that it's not what we initially wanted.

(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, Mr. Owada. I was told by my boss to be the (1) minute taker for the meeting. What does he mean?

STUDENT Ms. Lee, being the minute taker is an important role at work.

TUTOR Okay, what will I do at the meeting later, then?

STUDENT Your task is to listen carefully to the details of the meeting then (2) transcribe as much as you can.

TUTOR Noted, sir. Would that be all?

STUDENT Yes. Please pay attention until a (3) resolution is made.

TUTOR My boss told me that I should be (4) unbiased in writing the minutes. Is there a recommended format?

STUDENT The (5) minutes of the meeting is a business document so you have to write formally. Also, please take note of the time, the attendees, and the next steps.

TUTOR Thank you, Mr. Owada. I have to go now. The meeting will start in 30 minutes.

STUDENT You're welcome, Ms. Lee. Good luck with your first meeting.

(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.

Effective listening is said to be the most powerful communication tool. When a person gives his full attention to the speaker, he becomes an effective listener. Listening to others makes interactions easier, and eliminates misunderstandings. A good listener is bound to have a good personal, social and professional life.

Please answer the following question:

According to the passage, why is effective listening important?

(Read this direction silently.)

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

Please read the text.

You are the manager of a family restaurant which is in the brink of closure. To prevent the restaurant from closing, you decided to have a meeting with your employees to gather their inputs. On the day of the meeting, two of your employees are absent without notification. Knowing this, you still decided to push through with the meeting. During the meeting, some of your employees are chatting while the others are playing with their phones. What can you do to get their attention and focus on the matter at hand?

Please answer the following question:

How do you deal with the situation?