

(Read this direction silently.)

➤ Read the following words and sample sentences with your student.

Please read after me.

Word	Definition	Sample Sentence
adj. corporate	relating to a corporation, especially a large company or group	May I request a copy of the corporate event program?
n. program	a plan or schedule of activities to be followed	May I request a copy of the corporate event program ?
n. client meeting	a meeting with clients	I have a client meeting in 10 minutes.
idiom get in the way	to stop something from happening	I'm sorry to get in the way .
n. appointment	a meeting set at a specific time or place	How about sending it to my email after your appointment ?
idiom ASAP	an abbreviation of as soon as possible	I'll make sure to send it to you ASAP .
n. pl. inquiries inquiry	an act of asking questions	Should you have inquiries after receiving the file, just send me a message.

(Read this direction silently.)

- Read the whole dialogue as clearly as you can.
This will be your student's guide in choosing the appropriate word for each blank.

TUTOR Good afternoon, Ms. Crawford.
May I request a copy of the (1) corporate event (2) program?

STUDENT Definitely, Mr. Mori.
However, I'm afraid it's not a good time since I have a (3) client meeting in 10 minutes.

TUTOR Oh, I'm sorry to (4) get in the way.
How about sending it to my email after your (5) appointment?

STUDENT That will do. I'll make sure to send it to you (6) ASAP.
Should you have (7) inquiries after receiving the file, just send me a message.

TUTOR I appreciate that. Thanks a lot!

STUDENT Don't mention it. I better get going. See you around!

- After you read the whole dialogue, ask your student to choose the appropriate word for each blank.
What is the missing word in blank no. ___? (1) to (7)

Activity 3 Dialogue

4 min

(Read this direction silently.)

- Refer to the dialogue in Activity 2. Read the dialogue with your student.
Make sure all blanks are filled in before reading it aloud with your student.

(Read this direction silently.)

➤ Read the following statements below and ask your student to choose the appropriate response.

1. May I request a copy of the corporate event program?

- a. **Definitely, Mr. Mori.**
- b. Yes, you are.
- c. I agree with you.
- d. No, you didn't.

2. I'm afraid it's not a good time since I have a client meeting in 10 minutes.

- a. This can't happen.
- b. What happened?
- c. Yes, you may.
- d. **Oh, I'm sorry to get in the way.**

3. How about sending it to my email after your appointment?

- a. I disagree with you.
- b. I have an idea.
- c. **That will do.**
- d. Yes, that's true.

4. I'll make sure to send it to you ASAP.

- a. Yes, I won't.
- b. No, you don't.
- c. **I appreciate that.**
- d. I'll take note of that.

5. Thanks a lot!

- a. **Don't mention it.**
- b. Thanks a lot!
- c. Is this correct?
- d. I didn't see it coming.