

(Read this direction silently.)

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

## Please read after me.

Word	Definition	Sample Sentence
v. <b>update</b>	to give latest information about something	I'm calling to <b>update</b> you regarding the meeting with our new investors this afternoon.
prep. <b>regarding</b>	about; concerning	I'm calling to update you <b>regarding</b> the meeting with our new investors this afternoon.
v. <b>present</b>	to discuss; to introduce	I will <b>present</b> important guidelines.
v. <b>attract</b>	cause (someone) to have a liking for or interest in something	I will discuss important guidelines and tips to <b>attract</b> new investors.
n. <b>proposal</b>	a plan or suggestion	Please review the project <b>proposal</b> .
phrasal verb <b>turn up</b>	put in appearance or arrive	I'll <b>turn up</b> in your office as early as 12 noon.
adv. <b>smoothly</b>	in a smooth way	This is to let you know that things are going <b>smoothly</b> .

(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** Mr. Fujitsu, I'm calling to (1) update you (2) regarding the meeting with our new investors this afternoon. I would like to apologize for the short notice, but the meeting will be moved to 3 in the afternoon.

**STUDENT** Noted. I will inform my department of the changes.  
Also, I will present some important guidelines and tips to (4) attract new investors. Anything else, sir?

**TUTOR** Oh, and please review the project (5) proposal before the presentation to our board of directors.

**STUDENT** Alright. Checking will be done an hour before of the meeting.  
I'll (6) turn up in your office as early as 12 noon.

**TUTOR** That's good. I'm sending you an email about my tasks for the week.  
This is to let you know that things are going (7) smoothly.

**STUDENT** Thank you very much, Mr. Fujitsu.

- 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. The meeting will be moved to 3 in the afternoon.
  - a. Yes, speaking.
  - b. Please call after a minute.
  - c. **Noted.**
  - d. No, that's awesome.
  
2. Anything else, sir?
  - a. Yes, check on it, please.
  - b. Yes, it's checked.
  - c. Yes, one more to go.
  - d. **Yes, please review the project proposal.**
  
3. Please review the project proposal.
  - a. **Alright.**
  - b. Let me think about it.
  - c. You're right.
  - d. Yes, it is.
  
4. Checking will be done an hour before the meeting.
  - a. **That's good.**
  - b. Really?
  - c. I don't think so.
  - d. Are you sure?
  
5. I sent you an email.
  - a. Sure! That's so-so.
  - b. **I will check on it.**
  - c. I forgot my password.
  - d. I will be there.