

➤ Study the following words and their definitions with your tutor.
Then, construct your own sentences using each word on the list.

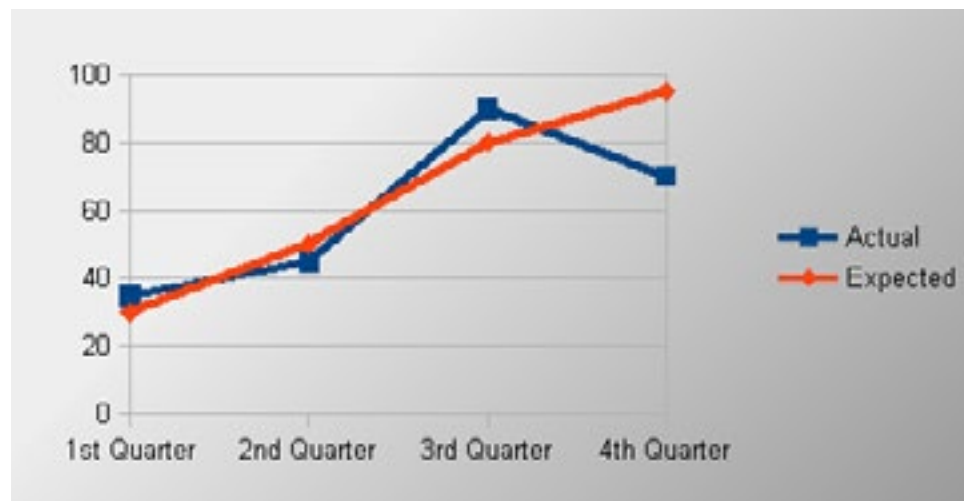
Word/Expression	Definition	Sample Sentence
v. branch out	to start a business activity that's different from your usual activity	Construct a sentence using " branch out ".
n. investment	act of putting money or effort into something to make a profit or gain something	Construct a sentence using " investment ".
n. speech	a formal address delivered to an audience	Construct a sentence using " speech ".
n. advertisement	a notice promoting a product in a public medium	Construct a sentence using " advertisement ".
v. key in	to input information by pressing a key on the keyboard	Construct a sentence using " key in ".

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

You're assigned to talk about the downfall of the company's 2016 sales. Make sure to follow the format below in your explanation.

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

SALES REPORT AS OF DECEMBER 2016



Billions of US dollars

Activity 3 Problem-solving

5 min

Presentation: Giving a speech
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.

The president wants you to prepare a speech about how the company became successful. He wants the 2016 sales report to be included in the speech. You know that the sales rate for that year was not very promising. He wants you to change the numbers so that the investors would be impressed with the company and invest in it in the future. How would you handle this?

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

- ▶ It's important to give an informative speech.
- ▶ A long and senseless speech will surely bore your audience.
- ▶ I'd rather write a speech than deliver one in front of many people.