

(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. branch out	to start business activity that's different from your usual activity	Construct a sentence using " branch out ". Tutor's sample sentence: Our company will <u>branch out</u> into marketing services next month.
n. investment	act of putting money or effort into something to make a profit or gain something	Construct a sentence using " investment ". Tutor's sample sentence: The company has increased its <u>investment</u> for this project.
n. speech	a formal address delivered to an audience	Construct a sentence using " speech ". Tutor's sample sentence: The president's <u>speech</u> was encouraging.
n. advertisement	a notice promoting a product in a public medium	Construct a sentence using " advertisement ". Tutor's sample sentence: The <u>advertisement</u> is really convincing.
v. key in	to input information by pressing a key on the keyboard	Construct a sentence using " key in ". Tutor's sample sentence: Please <u>key in</u> the details given by the customer.

(Read this direction silently.)

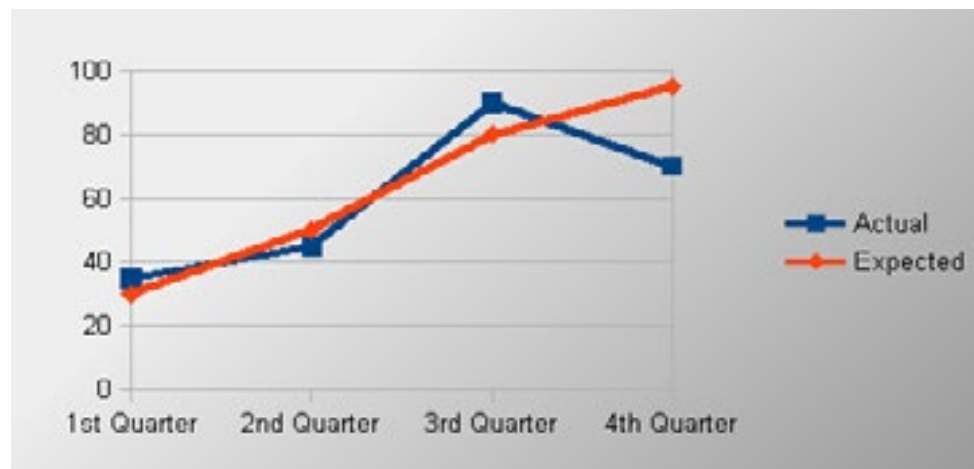
- Read the text below to your student.
Let your student study the given data below.
Ask your student to interpret the data. Then, discuss.

If the student cannot interpret the data, you may provide a brief explanation or background.

You'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



(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.

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?

Sample Answer:

I would explain to my boss that it's better to be honest about the company's success rate for 2016. I'll suggest including the company's plans and strategies of to improve the sales rate this year in the speech.

(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.

▶ It's important to give an informative speech.

Sample:

When giving a speech, you have to make sure that your audience can gain useful information from your presentation. Moreover, you have to be straight to the point so that everyone will listen to you.

▶ A long and senseless speech will surely bore your audience.

Sample:

You have to make your audience interested in what you're saying. They should either be informed or entertained for you to keep their attention.

▶ I'd rather write a speech than deliver one in front of many people.

Sample:

I'd rather write a speech than deliver one because I'm not used to speaking in front of many people.