

➤ 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. acquire | obtain or develop | Construct a sentence using “ acquire ”. |
| phrasal verb. call (somebody) up | call a person by phone | Construct a sentence using “ call (somebody) up ”. |
| adj. prompt | done quickly and without delay | Construct a sentence using “ prompt ”. |
| phrasal verb. pass (something) out | to distribute something to someone | Construct a sentence using “ pass (something) out ”. |
| n. disruption | an interruption in a process | Construct a sentence using “ disruption ”. |

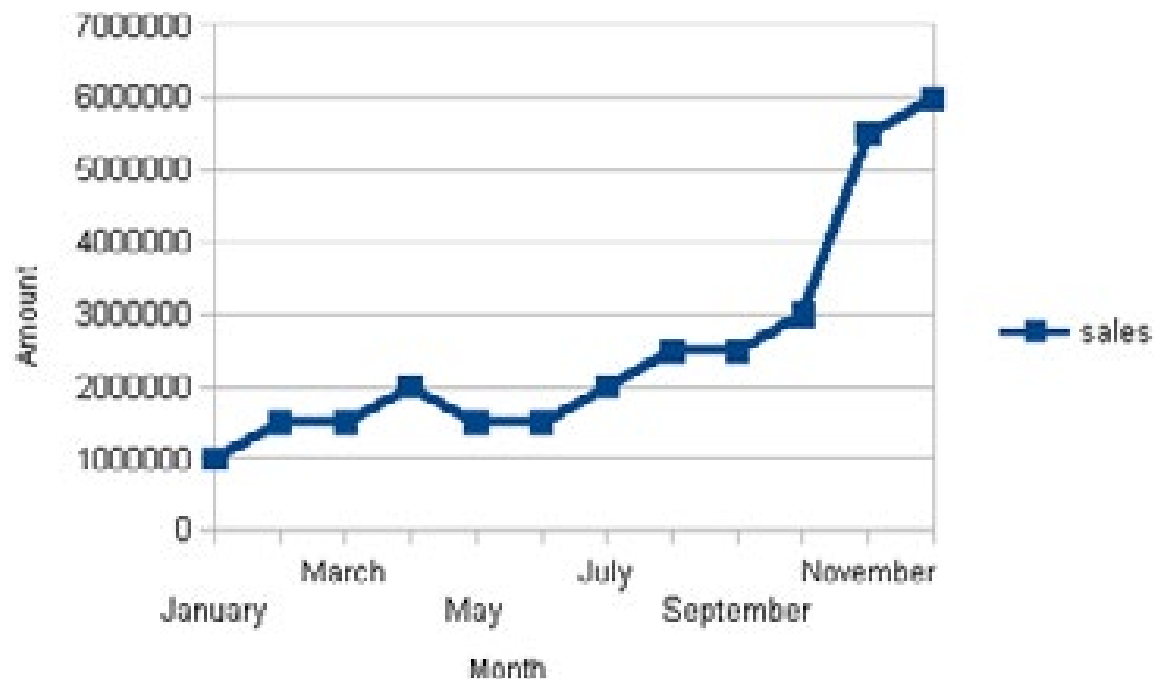
➤ Listen to your tutor as he/she reads the text.
Study and interpret the given data. Then, discuss with your tutor.

Prime company has a summary of its sales for the year 2016.
You're assigned to explain the sales improvement base on the graph below.

Make sure to follow the format below in your explanation.

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

Sales for the year 2016



Activity 3 Problem-solving

5 min

Presentation: Reporting Progress
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 agency implemented the management plan published last month. It seemed to have a negative impact on the employees due to the following reasons: (a) lengthy documents, (b) lengthy reports, (c) weekend work, and (d) unpaid overtime. There was a decline in performance and attendance. Motivation is lacking within the workplace. How should you go about reporting the progress, and in solving the issue regarding the new management setup?

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

- ▶ Reporting should be strategical.
- ▶ I'd focus on results, not just the activities.
- ▶ Progress report is informative.