

(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. acquire	obtain or develop	Construct a sentence using “ acquire ”. Tutor's sample sentence: Hiro had <u>acquired</u> a vocabulary which enabled him to converse freely.
phrasal verb call (somebody) up	call a person by phone	Construct a sentence using “ call (somebody) up ”. Tutor's sample sentence: I'll <u>call up</u> the kind lad, Mark, and save him from depression.
adj. prompt	done quickly and without delay	Construct a sentence using “ prompt ”. Tutor's sample sentence: We promise <u>prompt</u> courteous service for the Ms. Universe candidates.
phrasal verb pass (something) out	to distribute something to someone	Construct a sentence using “ pass (something) out ”. Tutor's sample sentence: Please <u>pass this out</u> to everyone in the room.
n. disruption	an interruption in a process	Construct a sentence using “ disruption ”. Tutor's sample sentence: The <u>disruption</u> he did awhile ago was inevitable.

(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.

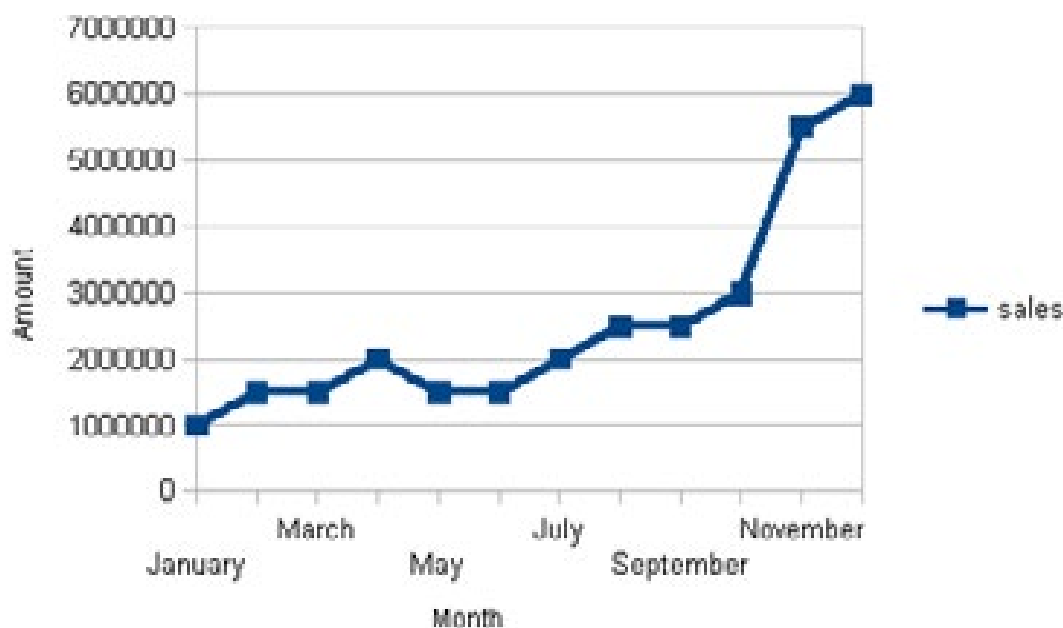
Prime company has a summary of its sales for the year 2016.

You're assigned to explain the sales improvement based 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



(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 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?

Sample Answer:

Here's the outline of the progress report: (a) background of the current situation, (b) discussion of achievements since last reporting, and (c) discussion of problems, and (d) discussion of action plan. First, I would let them know the problems with the current setup, then identify the cause of these problems. I would make sure to aim for a win-win solution.

(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.

▶ Reporting should be strategical.

Sample:

Communicate important matters in a timely manner. A strategic plan when reporting is necessary to establish a direction of the flow of information so that everything is sorted out and easy to understand.

▶ I'd focus on results, not just the activities.

Sample:

The end does not justify the means, most of the time. We should pay equal importance to results and the way we've achieved those results. Should problems arise, we know how to deal with them without compromising the end goal.

▶ Progress report is informative.

Sample:

A progress report is something that informs people what they need to know about an ongoing process. It's important to include a background of the current situation, achievements, problems, and action plan.