

(Read this direction silently.)

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

Please read after me.

Word	Definition	Sample Sentence
n. conference	a group of people talking for a specific purpose	We will have a conference this afternoon.
adj. confidential	not known to the public, or by many	Those files are confidential .
n. client	a person or group using the services of a company	They are very important clients .
n. document	any written item with information	Please give these documents to Mary.
n. consent	permission or approval	Don't let anyone see this without my consent .
v. sign	to write a signature	Please have it signed by the manager.
n. attendee	a person who is present on a given occasion (i.e. meetings)	Do not forget to have the documents in the blue folder signed by each attendee .

(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 Ms. Rachel, I need you to come with me to a (1) **conference** this afternoon.

STUDENT Yes, Sir. What time will it be?

TUTOR It will start at 3pm. I want you to take notes. Please do not be late as they are very important (2) **clients**. Also, kindly bring the red and blue folders on my desk. Please do not let anyone see the (3) **documents** in the red folder without my (4) **consent**. Those files are (5) **confidential**.

STUDENT I understand, Sir. Is there anything else?

TUTOR Oh, and please do not forget to have the documents in the blue folder (6) **signed** by each (7) **attendee**. They are important for our next project.

STUDENT Noted, Sir. I will now start preparing.

- 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. Ms. Rachel, I need you to come with me to a conference this afternoon.
 - a. I think so.
 - b. Yes, I have something to do.
 - c. **Yes, Sir. What time will it be?**
 - d. This is confusing.

2. Please do not be late as they are very important clients.
 - a. Tomorrow is fine.
 - b. Not today, Sir.
 - c. No.
 - d. **I understand, Sir.**

3. It will start at 3pm. I want you to take notes.
 - a. I will try my best, sir.
 - b. Sure, if I'm able to catch what they're saying.
 - c. **Noted, Sir.**
 - d. Of course not.

4. Do not let anyone see the documents without my consent.
 - a. No, Sir.
 - b. I'll try, Sir.
 - c. **Okay, Sir.**
 - d. I'll think about it, Sir.

5. Do not forget to have the documents signed by each attendee. We need that for our next project.
 - a. I don't mind.
 - b. I can, Sir.
 - c. No, sure.
 - d. **Noted, Sir.**