



This week...

Todd is talking with Chris about upgrading the technology at their company to keep up with the times.

Lesson Objectives...

- Upgrading business technology
- Improving efficiency

Business English Conversation

Advanced Class



What are some types of business technology?

Why do they all look so pleased?



B



What are they looking at?

A



Todd	We should start thinking about upgrading our business technology.
Chris	I agree. Our hardware, software and systems are starting to become outdated.
Todd	Do we have the budget to do this kind of project?
Chris	It might be a bit costly, but I believe if we invest in new technology it will increase productivity and reduce operational costs.
Todd	It sounds like it will be worth the time and money spent on implementing the new systems.
Chris	Yes. It is crucial to the success and growth of the company to keep our technology up to date.
Todd	I will start to put a plan together and make a list of what needs to be upgraded.
Chris	OK. After you have done that, let's have another meeting about it.

We should start **thinking about** getting new computers for our office.

1. We should start thinking about
2. It might be a bit costly, but
3. It is crucial to the success and growth of the company to
4. I will start to



Student A and **Student B** are talking about upgrading the business technology at their company. They are deciding which technology they should update.



Student A: Tell **Student B** that it might be a good idea to upgrade the company's business technology.

Student B: Agree with **Student A** and suggest which technology needs updating.

Key Phrases

- We should start thinking about upgrading our business technology.
- Do we have the budget to do this kind of project?
- Is there any other technology you think we should update?
- Our hardware, software and systems are starting to become outdated.
- I think we should update
- *Other*

Business Technology

Business Hardware

- desktop/laptop computers
- mobile devices
- printer
- wireless router

Business Software

- accounting software
- communication software
- graphics/design software
- word processing/presentation software
- *other*



1. Most Japanese companies are using the latest business technology.
2. It is difficult for some employees to adapt to new technology.
3. It is easier for smaller companies to make upgrades.

- What technology would you like to update?
- Is your company's business technology up to date?
- What kind of technology is the most important for you?

- costly - *Buying new computers for the office will be **costly**.*
- crucial - *She played a **crucial** role in the negotiations.*
- implement - *The plan is going to be hard to **implement**.*
- invest - *The company **invested** a lot of money in this project.*
- productivity - *There has been an increase in **productivity** recently.*
- technology - *Improvements in **technology** will help us succeed.*
- upgrade - *We need to **upgrade** our systems ASAP.*



Overseas Visitor

Hosting or meeting with overseas visitors is a great chance to engage with the people you do business with on a personal level which helps build better relationships. Whether you are giving them a tour of your office or taking them out for a meal, it is important to make a good impression. Next week we will look at how to welcome an overseas visitor.