



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

Basic Class



What are some types of business technology?

Why do they look so pleased?



A



B



What are they looking at?

*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

*Create simple sentences
using the vocabulary

1. technology
2. outdated
3. budget
4. invest

The **technology** at our
company is **outdated**.



1. **I think we should** buy some new computers.
2. **It might be a bit expensive, but** we need to upgrade our systems.
3. **It is important for the success of the company to** use the latest technology.
4. **After you have finished that, let's** take a break.

- Words
- Phrases

Todd	I think we should upgrade 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 Our hardware, software and systems are starting to become outdated.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 expensive, but if we invest in new technology it will increase productivity and reduce operational costs.
Todd	It sounds like it will be worth spending the money on the new systems.
Chris	Yes. It is important for the success of the company to keep our technology up to date.
Todd	I will put a plan together and make a list of what needs to be upgraded.
Chris	OK. After you have finished that, let's have another meeting about it.

1. I think we should
2. It might be a bit expensive, but
3. It is important for the success of the company to
4. After you have finished that, let's

Responses - Prepositions

Please select the most appropriate response for each item below:

1. A: Do you think we should upgrade our technology?
B: Yes. It is important the success of the company.

at / on / for

2. A: Do we have the budget do the upgrade?
B: Yes. We should have enough.

to / with / at

3. A: Where are the new computers for the company?
B: All the new computers are my office.

at / of / in

4. A: I will put a plan together by the end of the day.
B: Thanks. After you have finished it, please put it my desk.

at / to / on

5. A: What kind of technology do you want update?
B: I want to update all the software.

in / to / for

6. A: Our technology is starting to become outdated.
B: I think we should buy some new laptops the staff.

to / for / at

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: I think we should upgrade our business technology.

Student B: I agree. Our hardware, software and systems are starting to become outdated.

Key Phrases

- Do we have the budget to do this kind of project?
- What technology do you think we should update?
- It is important for the success of the company to keep our technology up to date.
- I think we should update business hardware/software such as
- *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

- 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?

- budget - Our *budget* is very limited.
- invest - The company *invested* a lot of money in this project.
- outdated - The software at our company is *outdated*.
- productivity - There has been an increase in *productivity* recently.
- reduce - It will definitely help *reduce* costs.
- 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.