# **Business Technology**





## 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**

Business <sup>-</sup>	Technol	loav
Dusiness		logy

### Warm Up – Topic Question





### What are some types of business technology?

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### **Picture Description**







What are they looking at?

\*Create a short story using the following format

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

#### **Business Technology**





The technology at our company is outdated.

\*Create simple sentences using the vocabulary

1. technology

2. outdated

budget
invest







- 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.



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 Our hardware, software and systems are starting to become outdated.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.

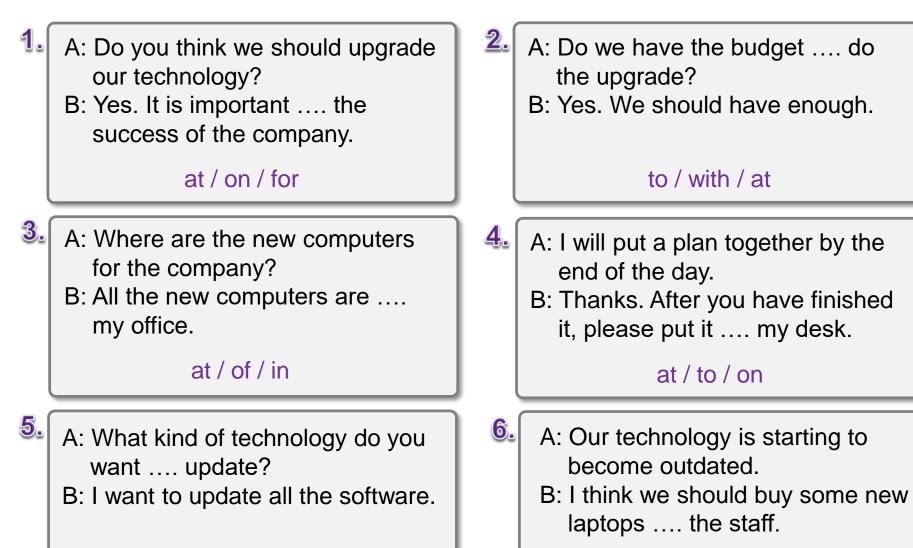


- 1. I think we should .....
- 2. It might be a bit expensive, but .....
- 3. It is important for the success of the company to .....
- 4. After you have finished that, let's .....

### **Responses - Prepositions**

Please select the most appropriate response for each item below:





in / to / for

to / for / at

#### **Business Technology**

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### **Role Play – Business Technology**



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

#### **Business Technology**



- 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 important to make a good impression. Next week we will look at how to welcome an overseas visitor.