



## 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

---

## Super Class



What are some types of business technology?

Why do they look so pleased?



B



A



<b>Todd</b>	We should start thinking about upgrading our business technology.
<b>Chris</b>	I agree. Our hardware, software and systems <b>are starting to become outdated.</b>
<b>Todd</b>	Do we have the budget to take on this kind of project?
<b>Chris</b>	Even though it might be a bit costly, I believe we can <b>greatly increase productivity</b> and even <b>reduce operational costs</b> by investing in new technology.
<b>Todd</b>	It sounds like it will be worth the time and money spent on <b>implementing the new systems.</b>
<b>Chris</b>	Yes. It is crucial to the success and growth of the company <b>to keep up with the times</b> as far as technology is concerned.
<b>Todd</b>	I will start to put a plan together and make a list of what needs to be upgraded.
<b>Chris</b>	OK. After you have done that, let's have another meeting about it.



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

## Key Phrases

- We should start thinking about upgrading our business technology.
- Do we have the budget to take on this kind of project?
- Which technology do 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- Our hardware, software and systems are starting to become outdated.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*



Talk about one of the following topics for one minute:

1. Business technology in Japan
2. The difficulties some employees have adapting to new technology
3. The advantages of upgrading technology

\*Other students in the class, ask one question each to the presenter after the speech

- How does upgrading technology impact efficiency?
- Is your company's business technology up to date?
- What kind of technology is the most important for you?



We are still using fax machines at our company. We need to **get with the times!**

**bring (something) up to date** – to modernize something

- We need to **bring** our web conference system **up to date**.

**turn the corner** – to begin to find success or improvement after a particularly difficult or troubling period

- After upgrading the PCs our workforce's efficiency improved dramatically. We really **turned the corner**.

**get with the times** – to understand or be knowledgeable of modern times

- Our company really needs to **get with the times**, our technology is so outdated!





## 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.