

International Conference



This week...

Emiko is going to San Francisco for an international conference next month. She is going through the schedule with Mark.

Lesson Objectives...

- Going over the details of a conference
- Participating in an international conference

Business English Conversation

Basic Class



Have you ever participated in an international conference before?

Picture Description

Why are they all clapping?



What is he explaining to the conference participants?

*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. details
2. attend
3. participants
4. submit

Can you please **submit** the documents by tomorrow afternoon?



1. I want to go over the contract with you.
2. You will be presenting at 10 am for about 30 minutes.
3. Do you want me to write a report?
4. I will come see you in your office when I return.

Mark	Emiko, I want to go over the schedule for the international conference with you .
Emiko	Have all the details been decided?
Mark	Yes. You will be presenting on the second day at 2 pm for 45 minutes in the main conference room.
Emiko	How many people will be attending the conference?
Mark	There will be 450 people from twenty different countries.
Emiko	Do you want me to stay for the whole conference?
Mark	Yes. I'd like you to network with other participants and gather information.
Emiko	OK. I will submit a report to you when I return .
Mark	Thanks.

1. I want to go over with you.
2. You will be presenting at for
3. Do you want me to?
4. I will when I return.

Responses - Articles

*please select the most appropriate response from the items below:

1. A: Are you going to attend conference tomorrow?
B: Unfortunately, I will be too busy to attend.

no article / an / the

2. A: Do you want me to submit report when I return?
B: Yes. Please submit it to me by Friday afternoon.

a / an / no article

3. A: What time will the conference begin?
B: It will begin at 4pm in main conference hall.

the / no article / an

4. A: How many days will the conference be for?
B: It will go for 3 days. Please attend all presentations.

no article / the / a

5. A: How was the international conference?
B: It was interesting conference.

an / the / a

6. A: How many people will be attending the conference?
B: I think there will be about 500 participants.

the / no article / a

Role Play – International Conference

Student B is going to attend an international conference and give a presentation.
Student A is going over the details of the conference with him/her.



Student A: I want to go over the details for the international conference with you.

Student B: Have all the details been decided?

Key Phrases

- The schedule has been confirmed.
- You will be presenting on
- There will be people from different countries.
- How many people will be attending the conference?
- How many days will the conference be for?
- Do you want me to stay for the whole conference?
- *Other*

Conference Details

Place: San Francisco ZE Hotel
Dates: 26th-28th next month
Number of attendees: 450 from 15 different countries
Student B's presentation time/place: 27th, 3 pm in main conference hall
Length of presentation: 45 minutes

- What is the longest conference you have ever attended?
- Which place in the world do you think would be good for an international conference? Why?

- attend - *Are you going to **attend** the meeting tomorrow?*
- conference - *The international **conference** will be held in Tokyo.*
- details - *I will confirm the **details** and get back to you.*
- network - *He's building up a **network** of acquaintances.*
- participants - *How many **participants** will be going to the meeting?*
- submit - *We have to **submit** the report by Friday.*
- schedule - *I want to go through the **schedule** with you.*



Marketing Ideas

There are many ways a business can be promoted. With the right mix of activities, a company can identify and focus on the most effective marketing tactics for their business. Next week we will look at some marketing strategies when launching a new product to the market.