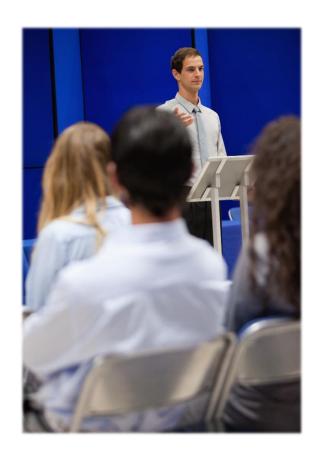
# **International Conference**





## 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** 

## Warm Up - Topic Question





Have you ever participated in an international conference before?

## **Picture Description**



Why are they all clapping?



\*Create a short story using the following format

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

**Business Trips** 

## Words



\*Create simple sentences using the vocabulary

- 1. details
- 2. attend
- 3. participants
- 4. submit

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



#### **Phrases**



- 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.



#### Words



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| Mark | Emiko, I want to go over the schedule for the international conference |
|------|--|
|      | with you.  |

**Emiko** Have all the details been decided?

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?

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.

Mark

## **Sentence Building**



- 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:



A: Are you going to attend .... conference tomorrow?

B: Unfortunately, I will be too busy to attend.

no article / an / the

A: What time will the conference begin?

B: It will begin at 4pm in .... main conference hall.

the / no article / an

A: How was the international conference?

B: It was .... interesting conference.

an / the / a

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

A: How many days will the conference be for?

B: It will go for 3 days. Please attend all .... presentations.

no article / 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

## **Discussion**



- 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?

### **Word Index**



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.

### **Next Week**



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### **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.