Transfer Request





This week...

Akio has been working very hard on his English over the past couple of years. He now believes he is ready to be transferred to the International Sales Department.

Lesson Objectives...

- Negotiating a transfer
- Giving encouragement

Business English Conversation

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Trans	fer	Rea	uest

Warm Up – Topic Question





What department do you think would be the best to work in and why?

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Picture Description



What is that document the man is holding in his hand?





Who are they waving at?

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Negotiations 3





Akio	Hi there, Jack. Do you have a minute to talk?
Jack	Sure, Akio. What's on your mind?
Akio	After three years in this department, I'm about ready to try my hand at something new. I'm thinking International Sales.
Jack	You certainly are ambitious. I'd be glad to see you move forward with your career.
Akio	I've been having private English tuition almost nightly, and it's helped me get my TOEIC $^{\rm B}$ over 900!
Jack	That's an excellent result. With that sort of score, you should have no trouble at all getting accepted into the department.
Akio	Thanks for your encouragement. It means a lot.
Jack	I don't want to lose you, but I won't stand in your way if you want to apply for a transfer.
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Sentence Building



I'd be glad to see you

working in the same department as me.

- 1. I'm about ready to
- 2. I'd be glad to see you
- 3. With that sort of score, you should have no trouble
- 4. I don't want to lose you, but



Role Play – Transfer Request



Student A has been working in his/her current department for over three years. He/she is asking Student B (boss) for a transfer.



Student A: Ask Student B if he/she has time to talk. Student B: Tell Student A you have time. Student A: Tell Student B that you would like to be transferred to Department.

Key Phrases

- Do you have a minute to talk?
- I'm about ready to try my hand at something new.
- Thanks for your support. It means a lot.
- What's on your mind?
- You certainly are ambitious.
- I think you have a good chance to be transferred.
- I won't stand in your way, if you want to apply for a transfer.

Department

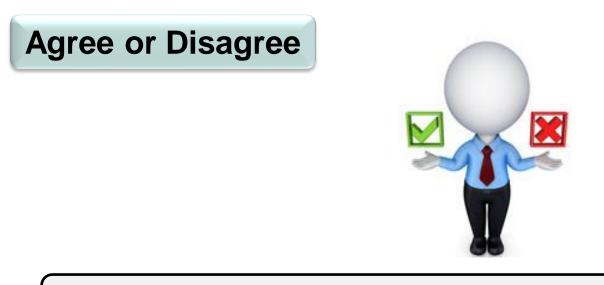
- International Sales
- Human Resources
- Accounting
- Information Technology
- Research and Development
- Other

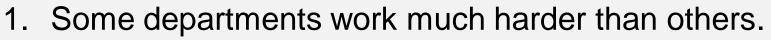
Other

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- 2. People shouldn't change departments unless the company asks them to.
- 3. It would be better to leave a company than stay in the same department forever.



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- How would you like your career to develop over the next five years?
- If you could live your life again from the start, would you choose the same career path?
- If you left your current department, what would you miss about it?

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ambitious	- He is a very ambitious person.
apply	- I think I want to apply for that position.
career	- I want to move forward with my career.
encouragement	- Thanks for your words of encouragement.
department	- I would like to move to a different department.
result	- I am very impressed with the result.
transfer	- I would like to transfer to the HR department.