

# 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

## Advanced Class



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

# Picture Description

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



Who are they waving at?

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

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.
- *Other*

### Department

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



1. Some departments work much harder than others.
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.

- 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?



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