

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

Basic Class

Warm Up – Topic Question



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?

*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. transfer
2. ambition
3. able
4. encouragement

You certainly do have a lot of **ambition.**



1. **I believe I'm ready to** move to the HR department.
2. **It'd be great to** finally get out of this terrible department!
3. **I was able to** complete all my tasks today.
4. **You have a good chance of** getting a promotion.

Akio	Hi, Jack. Could I have a word with you?
Jack	Sure, Akio. What's on your mind?
Akio	I believe I'm ready to get a transfer to the International Sales Department.
Jack	It'd be great to see you advance your career. I know you have a lot of ambition.
Akio	I've been taking private English lessons every night to improve my English skills. I was able to score over 800 on the TOEIC [®] test.
Jack	With a score like that, you have a good chance of being transferred.
Akio	Thanks for your encouragement.
Jack	It'll be hard to find a person to replace you, but you have my full support.

1. I believe I'm ready to

2. It'd be great to

3. I was able to

4. You have a good chance of

Responses - Articles

*please select the most appropriate response for each item below:

1. A: I can't decide whether to stay in this department.
B: You should leave. I'm sure this is worst department.

no article / a / the

2. A: What will you be doing this weekend?
B: I still need to go to work.

a / an / no article

3. A: I need to go back to work. I left my glasses at office.
B: Oh no! Are you sure?

the / no article / an

4. A: Why did you want to see me?
B: Because I want to work for different department.

no article / the / a

5. A: It sounds like you think I should stay here!
B: It's just opinion. You should make your own choices.

an / the / a

6. A: What is the view like from your new office?
B: There is nice view of the city.

the / no article / a

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: Could I have a word with you?

Student B: Sure. What's on your mind?

Student A: I believe I'm ready to get a transfer to **Department**.

Key Phrases

- I have always wanted to work in that department.
- I have worked very hard recently.
- Thanks for your encouragement.
- I know you have a lot of ambition.
- I think you have a good chance to be transferred.
- It'll be hard to find a person to replace you, but you have my full support.
- *Other*

Department

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

- If you left your current department, what would you miss most?
- Are there any departments you would never want to work in?

- able - *Are you **able** to come to my office today?*
- ambition - *The new employee has a lot of **ambition**.*
- career - *I want to move forward with my **career**.*
- department - *I really want to work in that **department**.*
- encouragement - *Thanks for your words of **encouragement**.*
- replace - *It is going to be hard to **replace** you.*
- transfer - *I would like to **transfer** to the HR department.*