# **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**

Transf	er Red	uest

# Warm Up – Topic Question





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

Transf	fer	Rea	uest

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# **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?

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You certainly do

have a lot of ambition \*Create simple sentences using the vocabulary 1. transfer 2. ambition 3. able 4. encouragement

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- 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.



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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 <sup>®</sup> 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.
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# 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 .....

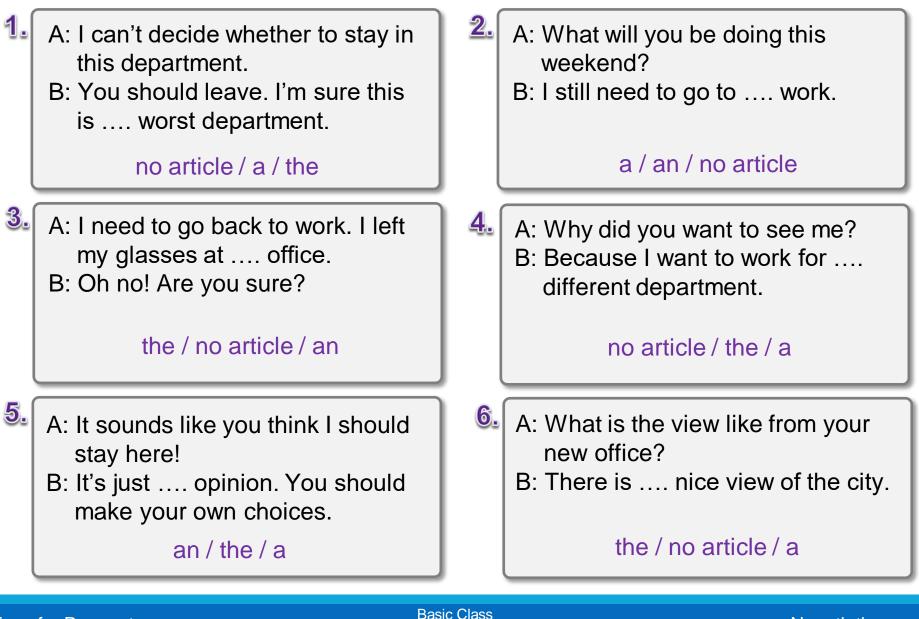
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# **Responses - Articles**

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





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### **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.

### Department

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

Other

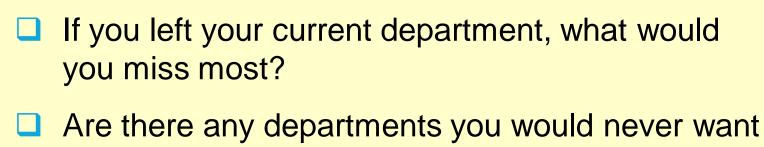
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to work in?

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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.
encouragemen	t - 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.