

# 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

---

**Super 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?



B



A



<b>Akio</b>	Hi there, Jack. When you are free, could I have a minute of your time?
<b>Jack</b>	I have time now, Akio. What do you want to talk about?
<b>Akio</b>	Lately <b>I've been pondering</b> my future with this company and <b>I reckon I'm ready for a transfer to</b> the International Sales Department.
<b>Jack</b>	<b>I understand where you are coming from.</b> I know you are very ambitious and it would be great to see you move forward with your career.
<b>Akio</b>	I've been taking private English tuition for a while to polish my language skills, and I finally scored over 900 on the TOEIC <sup>®</sup> test.
<b>Jack</b>	<b>That's quite an achievement.</b> With a score like that, I think <b>you're a shoo-in</b> for a transfer.
<b>Akio</b>	Thanks for the words of encouragement. It means a lot.
<b>Jack</b>	As much as we'd miss you here, <b>I won't stand in your way</b> if you want to apply for a transfer.

## 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.

### Key Phrases

- Could I have a minute of your time?
- Lately I've been pondering my future with this company.
- I reckon I'm ready for a transfer to ....
- Thanks for your support. It means a lot.
- What do you want to talk about?
- I understand where you are coming from.
- I think you are a shoo-in for a transfer.
- 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*



Talk about one of the following topics for one minute:

1. The best department to work in.
2. Choosing the right time for a transfer.
3. How to get out of a toxic workplace.

\*Other students in the class, ask one question each to the presenter after the speech

- What would you miss most about your current department if you were transferred?
- Would you prefer to change your department, or work in the same department but for a different company?
- What are some good reasons for a boss to decline someone's transfer request?

Could you please ask someone else to help you? That's **not really my department**.



**it's not my department** – this isn't really my area of expertise, I'm not qualified to comment

- I'm afraid I can't help you with that. **It's not really my department.**

**to change your tune** – to (suddenly) change your attitude to something

- The manager was being very unhelpful, but she **changed her tune** when I threatened to call the police.

**to change horses in midstream** – to make a major change when something has already started

- It's too late to cancel our policy now that it's underway. We shouldn't **change horses in midstream.**





## Staying Ahead

As companies face increasing levels of competition, the need to have a sustainable competitive advantage grows ever more important. Companies are required to be more flexible and adaptable to the changing environment in the market. Next week we will look at some ideas for staying ahead of the competition.