

# Business Technology



## This week...

Todd is talking with Chris about upgrading the technology at their company to keep up with the times.

## Lesson Objectives...

- Upgrading business technology
- Improving efficiency

## Business English Conversation

**Advanced Class**



What are some types of business technology?

# Picture Description

Why do they all look so pleased?



B



What are they looking at?

A



<b>Todd</b>	<b>We should start thinking about</b> upgrading our business technology.
<b>Chris</b>	I agree. Our hardware, software and systems are starting to become outdated.
<b>Todd</b>	Do we have the budget to do this kind of project?
<b>Chris</b>	<b>It might be a bit costly, but</b> I believe if we invest in new technology it will increase productivity and reduce operational costs.
<b>Todd</b>	It sounds like it will be worth the time and money spent on implementing the new systems.
<b>Chris</b>	Yes. <b>It is crucial to the success and growth of the company to</b> keep our technology up to date.
<b>Todd</b>	<b>I will start to</b> put a plan together and make a list of what needs to be upgraded.
<b>Chris</b>	OK. After you have done that, let's have another meeting about it.

We should start **thinking about** getting new computers for our office.

1. We should start thinking about .....
2. It might be a bit costly, but .....
3. It is crucial to the success and growth of the company to .....
4. I will start to .....



# Role Play – Business Technology

**Student A** and **Student B** are talking about upgrading the business technology at their company. They are deciding which technology they should update.



**Student A:** Tell **Student B** that it might be a good idea to upgrade the company's business technology.

**Student B:** Agree with **Student A** and suggest which technology needs updating.

## Key Phrases

- We should start thinking about upgrading our business technology.
- Do we have the budget to do this kind of project?
- Is there any other technology you think we should update?
- Our hardware, software and systems are starting to become outdated.
- I think we should update ....
- *Other*

## Business Technology

### ***Business Hardware***

- desktop/laptop computers
- mobile devices
- printer
- wireless router

### ***Business Software***

- accounting software
- communication software
- graphics/design software
- word processing/presentation software
- *other*



1. Most Japanese companies are using the latest business technology.
2. It is difficult for some employees to adapt to new technology.
3. It is easier for smaller companies to make upgrades.

- What technology would you like to update?
- Is your company's business technology up to date?
- What kind of technology is the most important for you?



- costly - *Buying new computers for the office will be **costly**.*
- crucial - *She played a **crucial** role in the negotiations.*
- implement - *The plan is going to be hard to **implement**.*
- invest - *The company **invested** a lot of money in this project.*
- productivity - *There has been an increase in **productivity** recently.*
- technology - *Improvements in **technology** will help us succeed.*
- upgrade - *We need to **upgrade** our systems ASAP.*