Business Technology

ZEnglish

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

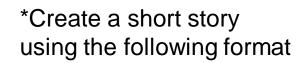**Basic Class**

What are some types of business technology?

Picture Description

B

What are they looking at?

Why do they look so pleased?

*Create a short story using the following format

1. Who
2. Where
3. When
4. What's happening?

A

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The **technology** at our company is **outdated**.

*Create simple sentences using the vocabulary

1. technology

2. outdated

3. budget

4. invest

1. **I think we should** buy some new computers.

2. **It might be a bit expensive, but** we need to upgrade our systems.

3. **It is important for the success of the company to** use the latest technology.

4. **After you have finished that, let's** take a break.

- Words
- Phrases

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Todd	I think we should upgrade our business technology.
Chris	I agree. Our hardware, software and systems are starting to become outdated.
Todd	Do we have the budget to do this kind of project?
Chris	It might be a bit expensive, but if we invest in new technology it will increase productivity and reduce operational costs.
Todd	It sounds like it will be worth spending the money on the new systems.
Chris	Yes. It is important for the success of the company to keep our technology up to date.
Todd	I will put a plan together and make a list of what needs to be upgraded.
Chris	OK. After you have finished that, let's have another meeting about it.

Basic Class

1. I think we should ……

2. It might be a bit expensive, but ……

3. It is important for the success of the company to ……

4. After you have finished that, let's …...

Responses - Prepositions

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1.
A: Do you think we should upgrade our technology?
B: Yes. It is important …. the success of the company.

at / on / for

2.
A: Do we have the budget …. do the upgrade?
B: Yes. We should have enough.

to / with / at

3.
A: Where are the new computers for the company?
B: All the new computers are …. my office.

at / of / in

4.
A: I will put a plan together by the end of the day.
B: Thanks. After you have finished it, please put it …. my desk.

at / to / on

5.
A: What kind of technology do you want …. update?
B: I want to update all the software.

in / to / for

6.
A: Our technology is starting to become outdated.
B: I think we should buy some new laptops …. the staff.

to / for / at

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: I think we should upgrade our business technology.
Student B: I agree. Our hardware, software and systems are starting to become outdated.

Key Phrases

- Do we have the budget to do this kind of project?
- What technology do you think we should update?
- It is important for the success of the company to keep our technology up to date.
- I think we should update business hardware/software such as ….
- *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

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- 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?

budget — *Our budget is very limited.*

invest — *The company invested a lot of money in this project.*

outdated — *The software at our company is outdated.*

productivity — *There has been an increase in productivity recently.*

reduce — *It will definitely help reduce costs.*

technology — *Improvements in technology will help us succeed.*

upgrade — *We need to upgrade our systems ASAP.*