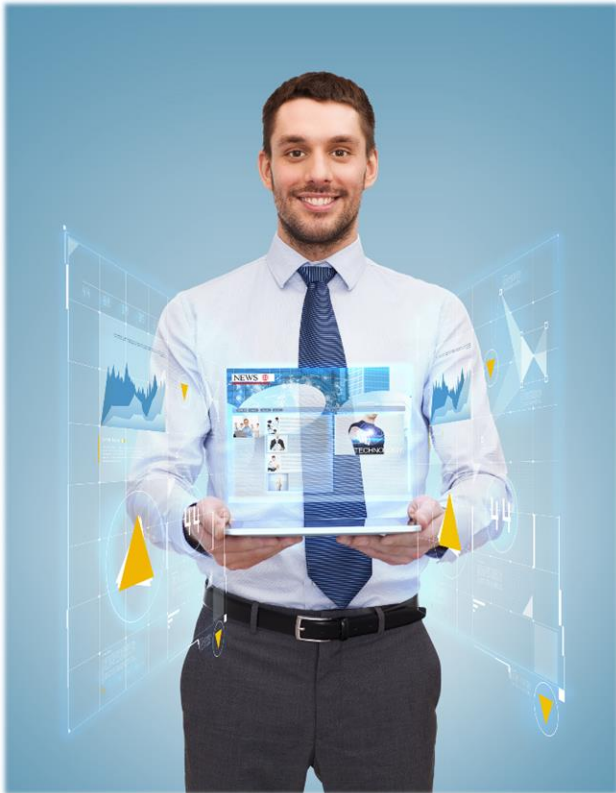# Business Technology

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

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Warm Up – Topic Question

What are some types of business technology?

Why do they look so pleased?

B

A

Todd	We should start thinking about upgrading our business technology.
Chris	I agree. Our hardware, software and systems are starting to become outdated.
Todd	Do we have the budget to take on this kind of project?
Chris	Even though it might be a bit costly, I believe we can greatly increase productivity and even reduce operational costs by investing in new technology.
Todd	It sounds like it will be worth the time and money spent on implementing the new systems.
Chris	Yes. It is crucial to the success and growth of the company to keep up with the times as far as technology is concerned.
Todd	I will start to put a plan together and make a list of what needs to be upgraded.
Chris	OK. After you have done that, let's have another meeting about it.

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.

Key Phrases

- We should start thinking about upgrading our business technology.
- Do we have the budget to take on this kind of project?
- Which technology do 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- Our hardware, software and systems are starting to become outdated.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*

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ZEnglish

OPINION

Talk about one of the following topics for one minute:

1. Business technology in Japan

2. The difficulties some employees have adapting to new technology

3. The advantages of upgrading technology

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

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❑   How does upgrading technology impact efficiency?

❑   Is your company's business technology up to date?

❑   What kind of technology is the most important for you?

ZEnglish

We are still using fax machines at our company. We need to **get with the times**!

bring (something) up to date – to modernize something
  ➢ We need to **bring** our web conference system **up to date**.

turn the corner – to begin to find success or improvement after a particularly difficult or troubling period
  ➢ After upgrading the PCs our workforce's efficiency improved dramatically. We really **turned the corner**.

get with the times – to understand or be knowledgeable of modern times
  ➢ Our company really needs to **get with the times**, our technology is so outdated!

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