



## This week...

Peter has just returned from a meeting with a manufacturer. He is reporting what happened in the meeting to Paul. Paul is asking him to elaborate on a few of the main points.

## Lesson Objectives...

- Asking for detail and clarification
- Elaborating on main points

## Business English Conversation

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## Advanced Class

## Warm Up – Topic Question



Do you prefer to give short or long answers?

# Picture Description

What is that woman explaining to those two people?



B



A



What are they looking at on the tablet?

<b>Peter</b>	<b>I just had a very productive meeting with</b> the manufacturing manager at XYZ Company.
<b>Paul</b>	Did you make any progress with the contract negotiations?
<b>Peter</b>	<b>He said they may be able to</b> sign the contract by the end of the week.
<b>Paul</b>	Could you elaborate on that point?
<b>Peter</b>	They have agreed to the proposed price. They are going to finalize the paperwork over the next few days. Once that is complete, he will contact me.
<b>Paul</b>	What about the shipping costs?
<b>Peter</b>	<b>They agreed to</b> pay for the shipping costs for the first year. After that, it will be our responsibility to organize and pay for the shipping.
<b>Paul</b>	OK. <b>Let me know when</b> the contracts are ready to be signed.
<b>Peter</b>	Will do.

Let me know when you are able to have another meeting with me.

1. I just had a very productive meeting with .....
2. He said they may be able to .....
3. They agreed to .....
4. Let me know when .....



# Role Play – Elaborating

**Student A** has just returned from a meeting with a manufacturer. He is reporting back to **Student B**. **Student B** is asking **Student A** to elaborate on a few of the main points.



**Student A:** Tell **Student B** that you just had a productive meeting with the manufacturer.  
**Student B:** Ask **Student A** if any progress was made with the contract negotiations.

## Key Phrases

- I just had a productive meeting with the manufacturing company.
- He said they may be able to ....
- They have agreed to ....
- Did you make any progress with the contract negotiations?
- Could you elaborate on that point?
- Let me know when ....
- *Other*

## Main Points

- contract (start date)
- contract (length)
- shipping costs
- time to manufacture products
- quantities
- time/date of next meeting
- *other*



1. Emails should be as concise as possible.
2. The details of a meeting should always be written down or recorded.
3. There's no such thing as 'too much detail'.

- Do you often ask for clarification in your business meetings?
- Do you think some people in business elaborate too much?
- What is the hardest thing about having meetings in English?



- concise - *Please make your answers clear and **concise**.*
- elaborate - *He didn't **elaborate** enough on the main points.*
- finalize - *Could you please **finalize** the report?*
- organize - *We need to **organize** another meeting ASAP.*
- paperwork - *I still have a lot of **paperwork** to do.*
- progress - *We have been making good **progress** lately.*
- responsibility - *It is your **responsibility** to send him an email.*