



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

Basic Class



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?

*Create a short story using the following format

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

*Create simple sentences using the vocabulary

1. progress
2. contact
3. responsibility
4. organize

Have you made any **progress** with the report?



1. I had a very good meeting with our new client yesterday.
2. Did you make any progress with the presentation?
3. He said they may be able to come to our office next week.
4. They agreed to meet at the hotel at 3 pm.

Skit

- Words
- Phrases

Peter	I had a very good meeting with the manufacturing manager at XYZ Company.
Paul	Did you make any progress with the contract negotiations?
Peter	He said they may be able to sign the contract by the end of the week.
Paul	Could you elaborate on that point?
Peter	They have agreed to the price. They are going to finalize the paperwork tomorrow. Once that is complete, he will contact me.
Paul	What about the shipping costs?
Peter	They agreed to pay for the shipping costs for the first year. After that, it will be our responsibility to organize and pay for the shipping.
Paul	OK. Thanks for the information.

1. I had a very good meeting with
2. Did you make any progress with?
3. He said they may be able to
4. They agreed to

1. A: I had a very good meeting
the department manager.
B: That's good. Did he listen to
your concerns?

with / on / to

2. A: What happened in the meeting
yesterday?
B: They agreed to pay the
shipping costs.

at / on / for

3. A: We have been making good
progress lately.
B: Yes. Let's have another meeting
tomorrow 10 am.

at / for / to

4. A: He said they may be able to sign
the contract today.
B: That's good. Please go his
office again tomorrow.

at / to / with

5. A: Did you make any progress
the presentation?
B: Yes. I have almost finished it.

for / with / at

6. A: It is your responsibility send
him an email.
B: OK. I will send it this afternoon.

to / for / at

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: I had a very good meeting with the manufacturing manager at XYZ Company.

Student B: Did you make any progress with the contract negotiations?

* Continue the conversation using the **Key Phrases** and **Main Points** from below.

Key Phrases

- He said they may be able to
- They have agreed to
- They will be able to sign the contract
- Could you elaborate on that point?
- Thanks for the information.
- Let me know when
- *Other*

Main Points

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

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

- contact - Please **contact** me by the end of the week.
- 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.