Elaborating





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

Super Class

-	1.1	1	
_		borating	
	a	Julianity	

Warm Up – Topic Question





Do you prefer to give short or long answers?

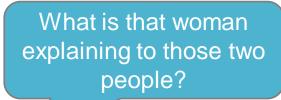
Super Class

Copyright © 2021 Lyngo LLC



Elaborating

Super Class Copyright © 2021 Lyngo LLC



Picture Description











Peter	I just had a very productive meeting with the manufacturing manager at XYZ Company.		
Paul	That's good to hear. Did you make any headway 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 proposed price. They are going to finalize the paperwork over the next few days. 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	Thanks for filling me in on the details. Let me know when the contracts are ready to be signed.		
Peter	Will do.		
	Super Class		

Elaborating

Super Class Copyright © 2021 Lyngo LLC

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.

Key Phrases

- I just had a productive meeting with the manufacturing company.
- He said they may be able to
- They have agreed to
- That's good to hear.
- Did you make any headway with the contract negotiations?
- Could you elaborate on that point?
- Thanks for filling me in.
- Other

Main Points

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

Elaborating

Super Class Copyright © 2021 Lyngo LLC

Meetings 5





Talk about one of the following topics for one minute:

- 1. Choosing your words carefully.
- 2. The dangers of over-elaborating.
- 3. Asking for clarification.

One Minute Talk

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





- If you're asked to write something, do you prefer to be given a minimum or maximum word limit?
 Do you often ask for clarification in your business meetings?
- Do you think some people in business elaborate too much?

Super Class <u>Copyright © 2021</u> Lyngo LLC





I spent hours and hours checking my report, **down to the last detail**.



down to the last detail – everything, even small details
 > I want it checked and double-checked, down to the last detail.

to know a subject inside out – to know every detail of it
 > I've used this software for ten years and I know it inside out.

the devil's in the detail – check things carefully or you
 could miss a small mistake that causes big problems
 Make sure you double-check the contract. The devil's in the detail!