



## 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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## Super 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



<b>Peter</b>	I just had a very productive meeting with the manufacturing manager at XYZ Company.
<b>Paul</b>	That's good to hear. Did you <b>make any headway</b> with the contract negotiations?
<b>Peter</b>	He said they may be able to sign the contract by the end of the week.
<b>Paul</b>	<b>Could you elaborate on that point?</b>
<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>	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.
<b>Paul</b>	<b>Thanks for filling me in</b> on the details. Let me know when the contracts are ready to be signed.
<b>Peter</b>	<b>Will do.</b>

## 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*



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.

\*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?

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!**