

Real-Life Scenarios

Scenario 1: Meeting

Objective: Practice leading a team meeting, including starting the meeting, discussing agenda items, and concluding the meeting.

Instructions:

1. Start the Meeting:

- Use phrases like "Let's get started" or "Shall we begin?" to initiate the meeting.
- Example: "Good morning, everyone. Let's get started with today's meeting."

2. Introduce the First Agenda Item:

- Use phrases such as "The first item on the agenda is..." or "Let's move on to..."
- Example: "The first item on the agenda is our quarterly sales targets. Let's discuss our progress so far."

3. Conclude the Meeting:

- Use phrases like "To summarise..." or "In conclusion..." to wrap up the discussion.
- Example: "To summarise, we have agreed to focus on improving our customer retention strategies. Thank you all for your input. Let's reconvene next week to review our progress."

Notes:

- If you have a friend, great! You can take turns.
- Most people practice presentations for work alone, so if you have a cat, dog, wombat or goldfish, you can use them as your audience. If you give your dog some cheese, (s)he'll happily sit and listen to you.
- If you have no audience, the old fashioned way of practicing a presentation is in the mirror!

Scenario 2: Email Writing

Objective: Practice writing a professional email to a client, using appropriate opening and closing phrases, as well as making a clear request.

Instructions:

1. Begin the Email:

- Use a formal opening phrase such as "Dear [Client's Name],"
- Example: "Dear Mr. Johnson,"

2. Make a Request:

- Clearly state the purpose of the email, using phrases like "I would like to request..." or "Could you please provide..."
- Example: "I would like to request the latest figures for our quarterly sales report."

3. Close the Email Politely:

- Use a closing phrase such as "Best regards," or "Sincerely,"
- Example: "Best regards, Jane Doe"

Notes:

- Use the vocabulary you have learned in Module 1 and 2.
- Focus on using the correct phrases for opening, requesting, and closing the email
- You pick the topic. Send us the email when you are done and we will provide feedback.

Scenario 3: Presentation

Objective: Practice delivering a brief presentation on a new project, using the appropriate introduction, transition, and conclusion phrases.

Instructions:

1. Introduce the Presentation:

- Use phrases like "Good morning, everyone" or "Today, I will be discussing..."
- Example: "Good afternoon, everyone. Today, I will be discussing our new product launch strategy."

2. Transition Between Points:

- Use transition phrases such as "Moving on to the next point..." or "Let's look at..."
- Example: "Moving on to the next point, let's look at our target market for this product."

3. Conclude the Presentation:

- Use conclusion phrases like "To wrap up..." or "In summary..."
- Example: "To wrap up, our goal is to launch the product by the end of Q3 and capture 10% of the market share."

Notes:

- Prep: Prepare your phrases and key points before the role-play.
- Feedback: We recommend that you record yourself on your phone giving the "presentation" and watch it back to see where your weakness lies.
- Focus: Use the words and phrases you have learned, especially the transition words.

Don't worry too much about delivering a full presentation. You should focus only on the introduction, conclusion and transitions. We will cover presentations in a latter module.