

REVIEW UNIT

At Meetings and Presentations (Units 25, 26, 27, 28 & 29)

Introduction

Describe each picture.



 Q & A

Answer the following questions:

25/26 Conveying Your Ideas

- a. How do you feel about assertive people?
- b. Do you think it is necessary to listen to what someone has to say?
- c. Do you think everyone's opinion matters?
- d. Will you feel bad if your suggestion is not accepted by other people?

27/28 Seeking an Opinion

- a. Why is it important to ask for other people's opinion?
- b. When do you usually ask for other people's opinion?
- c. Do you ask for people's opinion or advice about your personal life?
- d. What can you say about people giving "unsolicited advice"?

29 Questions and Answers

- a. How would you feel if you were asked to answer a difficult question in front of a crowd?
- b. What will you do if you are asked to answer impromptu questions?
- c. Have you tried being in a situation where a simple question turned into an argument or a debate?
- d. Is it polite to ask personal questions to co-workers?



 **Role Play**

Do the role play with your teacher.

SITUATION

Your boss wants you to give an update on the COVID-19 cases in your city. Please include in your update the areas greatly affected by the pandemic, the actual number of cases, mortality rate, etc. Also, suggest some ways to limit the spread of the virus.



You are organizing a company event. Ask for some ideas/suggestions from your co-workers about:

- the theme
- the venue
- the food
- the activities

Make sure that you have all the details of the event, in case your co-workers ask.



Answer the following questions:

1. How has the pandemic affected business establishments in your country?
2. What are some measures taken by the Japanese government to limit the spread of the virus?
3. How do you make sure that you are protected from getting the virus?



✚ *Extra exercise!*



Talk about a time when you had to speak in front of an audience

You should say:

- **when and where it happened**
- **who the audience was**
- **why you had to give the speech**

and say how you felt while giving the speech