

VISITING A CLIENT (2) Stating the reason of an appointment (04)

IN CONTEXT 8-10 min

1. Observe the pictures:



A sign on the freeway*

*a freeway/ a highway = a motorway (British English)



He drives the car and drinks coffee



a parking sign

What is car pooling?

- driving and drinking
- transportation for long distances
- traveling by car with 1 or more people

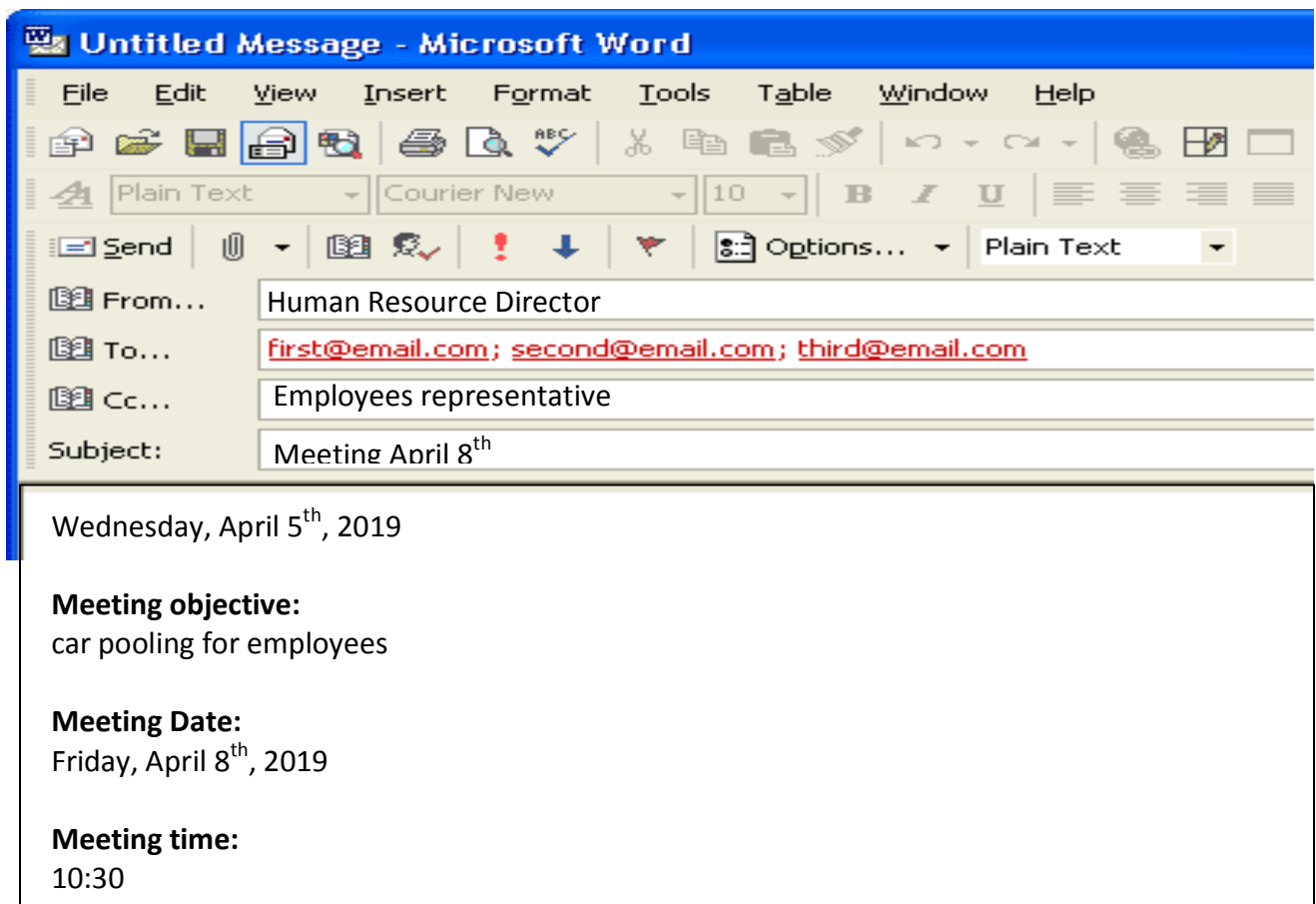
What is the objective or purpose of car pooling?

- To reduce the numbers of cars
- To drink more and drive
- To use petroleum

2. Observe Hutch Industries' documents:

Human Resource Director's notes





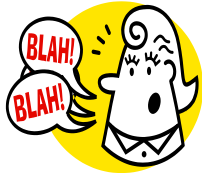
What is the purpose of this e-mail?

- To announce a meeting
- To postpone a meeting to a date in the future
- To cancel a meeting

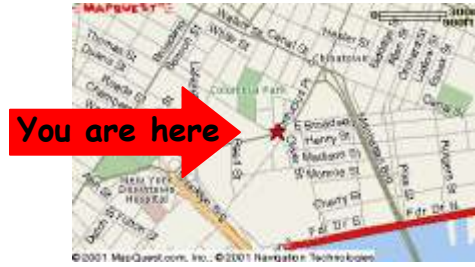
What is the purpose of the meeting?

- Drinking coffee and discussing solutions
- Coordinating car pooling
- Increasing parking capacity from 28 to 60 cars

VOCABULARY: 5 - 8 min



To talk



Here

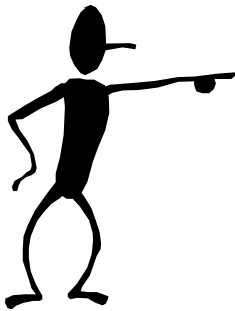


an appointment



access

I'm here to talk about YOU.....



... the reason for our appointment is



What is this conversation about?

1. The conversation topic or theme (general content / idea).
2. The appointment objective or purpose
3. The appointment time

STATING THE REASON FOR AN APPOINTMENT 10-12 min

Dialog 1

Jack: Okay. We have a meeting at 3 pm.

Lynn: It's about car pooling.

Jack: Yes. The purpose is to solve the parking situation.

Lynn: Oh, cars, traffic, 57 employees and only a parking lot with a capacity of 28 cars!

It's a real pain!

Dialog 2

Jennifer: I'm here today to talk about you...

Mr. Gomez: ...the reason for our appointment is me?

Jennifer: No, I'm here today to talk about your software.

Mr. Gomez: Okay

Jennifer: Well, the reason for our appointment is software access. We can't access the program!!!

Stating the objective / purpose of an appointment

To state the reason or purpose of something means that you tell what the appointment is about.

The reason of our appointment is I'm here today to talk about It's about It's concerning It's regarding	Verb -ing accessing your software.
	Article + Noun the software

Examples:

I'm here today to talk about selling this product.

I'm here today about the product sales.

The reason for our appointment is demonstrating this product.

The reason for our appointment is the product demonstration

It's about the report.

It's about writing the report.

It's concerning the analysis of sales.

It's regarding analyzing this year sales.

LANGUAGE TIP 2 - 3 min

Observe

The presentation of a product = the product presentation

The problems of employees = the employees problems

Transform:

The agenda of the meeting

The control of quality

The process of production

VOCABULARY 5 - 8 min

Fill in with the correct words:

concerning *it's* *appointment* *reason* *here* *it's about*

1. The _____ for our meeting is verifying the contract terms.
2. It's _____ the negotiation of the telephone system.
3. I'm _____ today to talk about the new tax.
4. _____ regarding our new product feature.
5. _____ accessing our network.

WRITING 10 - 15 min


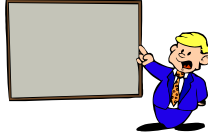

Complete

1. I'm here _____ (tomorrow / today) to talk _____ (to/ about) your job.
2. The _____ (reason/concerning) for our appointment is the _____ (function of/objective to) this product.
3. _____ (I 'm /It's) about the report.
4. It's about _____ (the marketing campaign / marketed product).
5. It's concerning _____ (of / the) meeting.
6. It's _____ (regards / regarding) our sales strategy.

Complete the sentences:

- | | |
|--------------------------------------|-----------------------------|
| 1. I'm here today to | a. the promotional event. |
| 2. The reason for our appointment | b. about the conference |
| 3. It's regarding organizing | c. event organization. |
| 4. The reason for our appointment is | d. promoting the product. |
| 5. It's concerning the | e. talk about the meeting. |
| 6. It's | f. is signing the contract. |

Write a sentence to describe the purpose of each event

Event	Purpose / Objective
 Meeting	Identifying customer service issues The identification of the customer services issues
 Presentation	Analyzing promotion strategy The promotion strategy
 Appointment	Discussing employees benefits The discussion of employees benefit


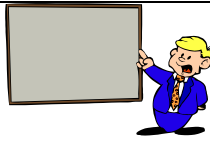

READING 5 - 8 min

Correct the mistakes

1. It's regarding about the human resource department.
2. I'm here today about control the procedure.
3. The reason for our appointment organizing the conference.
4. It's about meet your colleague.
5. It's concern the report.
6. I'm here today talk about your services.

SPEAKING 5- 8 min

Look at the information. Describe the purpose of each event

Event	Purpose / Objective
 Meeting	Analyzing November results The November results analyzes
 Presentation	Identifying distribution problems The distribution problems identification
 Appointment	Discussing the terms of a contract The discussion of the contract terms

LISTENING 3-5 min

Listen to your teacher and select the correct phrase.

Event	Theme	Purpose / Objective
The meeting The presentation The conference	1.new product 2.automotive industry 3.conference participation	a. product presentation strategy b. the benefits c. innovation

QUIZ 10 - 12 min

What is it?

access



purpose / objective

appointment



car pooling

1. An _____

2. The _____



3. the _____



4. _____

Reorder the words

1. the product feature./ here today / I'm /to talk about
2. accessing / here / I'm / the software. / today about
3. is discussing / our appointment / car pooling. / The reason for
4. about/ transportation./ employees /It's
5. report./ the / about / It's / writing
6. / of the / concerning / analysis / sales. / It's / the
7. this / It's / year sales. / analyzing / regarding

Complete the phrases.

1. Yes, it's _____(concerning / creating) innovating the network.
2. What is the meeting about?
3. Ok, the meeting purpose is _____(innovating/innovate) the network.
4. It's _____ (about/purpose) the computer network

What are they saying?

Complete with the phrase above 1 to 4

a. What is the meeting about?

c.



b.

d.