

No.

Topic: Presentation of a Topic

Material: Business Meeting (Meetings)

Objectives:

At the end of the lesson, the students will be able to:

1. Identify words/expressions that are commonly used when presenting a topic in a meeting.
2. Have an idea on how to present particular topic.
3. Learn to construct grammatically correct sentences and pronounce words properly.

WARM-UP: IDENTIFICATION

Directions: Identify which of the following actions should be done while presenting a topic in a business meeting.

- Greet your colleagues with a high pitched voice
- Wear ragged jeans and neon colored shirt
- Talk using lazy language like “you guys” and “okey dokey”
- Being late for the presentation
- Wear coat and tie, black slacks
- Encourage audience to participate

POSITIVE	NEGATIVE

VOCABULARY AND USEFUL EXPRESSIONS

Vocabulary	Useful Expression
Evaluation	K.I.S.S. (Keep It Short and Simple)
Quarterly	I'd be very happy to invite you to ask questions at the end of the session
Accomplishment	At the end I'd be happy to answer any of your questions
Quorum	Ladies and gentlemen
Urgent	The purpose of today's presentation is to discuss

DIALOGUE: Practice the dialogue of Mr. Arana with his colleagues.
(The teacher and the student may take turns in doing the dialogue.)

Mr. Arana: A pleasant morning everyone.

Colleagues: Good morning, Sir.

Mr. Arana: How are you doing? Fine?

Colleagues: We're fine Sir.

Mr. Arana: That's good. Are we now in quorum?

Colleague A: Yes Sir, we are.

Mr. Arana: Good. Ladies and gentlemen, once again good morning. The purpose of today's presentation

is to discuss the quarterly evaluation of each department's accomplishment report. May I know if the representatives of each department are all here? Please raise your hand.

Colleagues: (everyone raises their hand)

Mr. Arana: That's good. I'd be very happy to invite to ask questions at the end of the session.

DIALOGUE BUILDING

Directions: Let the student act as **Mr. Romo** who is about to give his presentation. The topic of his presentation is about the coming convention of all the businessmen in the country. Mr. Romo and his team is assigned to be the overall organizer of the said event.

Mr. Romo: Good morning everyone.

Colleague: Good morning, Sir.

Mr. Romo: _____

Colleague: Yes, Sir.

Mr. Romo: Okay. _____

Colleague: May I suggest something, Sir?

Mr. Romo: Yes, go ahead. What is it?

Colleague: I would just like to suggest that instead of having a catering service why not have a buffet party?

Mr. Romo: _____. Is there any other suggestions you would like to give?

QUESTION AND ANSWER

1. How does it feel presenting something in front of your colleagues?
2. What do you think are the things you should consider if you are going to present a topic during a business meeting?
3. Have you experienced having a problem while you were presenting something? If yes, what did you do to resolve it?
4. (If the student says he did not have any trouble while presenting something so far) What do you think are the problems that may occur while you are presenting in the business meeting? How should you resolve them?