



# **Expressing opinions in the meeting**

1

**Teaching Analysis**

2

**Teaching Methods**

3

**Teaching Process and Aims**

4

**Teaching Highlight**



Teaching Analysis

Teaching Methods

Teaching Process and Aims

Teaching Highlight



Who

● **Business English Major Students**

Where

● **Higher Vocational College**

When

● **First Semester of Sophomore**

**Student Analysis**

Career-related Motivation



high

Multi-sensory Interest in Class Activities



high

Cognition Level: critical thinking



low

Application Ability in Listening and Speaking of Business English



low



# Teaching Analysis

# Teaching Methods

# Teaching Process and Aims

# Teaching Highlight



Unit 5

Unit 6

Unit 7

Unit 8



Take in

Building up  
Expressing opinions in the meeting

Carrying out

Looking beyond



## Building up

### Preparing for the structure

After talking with Mary, Chen Ming is going to participate in the meeting and express his opinions on the new program proposal. The following is a sample of opinions by Chen Ming's colleague. Do the following activities to get familiar with the structure of expressing opinions.

#### Structure of expressing opinions

##### 1 Work in pairs and discuss the following question.

How would you organize your thoughts when you express opinions in the meeting?

##### 2 The following audio clip is Chen Ming's colleague's opinions on the proposal. Listen to the audio clip and fill in the blanks with the information in the box.



Audio clip

- A The budget seems to be another problem.
- B In a word, this proposal doesn't seem so practical.
- C I'm afraid I would turn down this proposal.
- D Two or three points of the production timelines are not so clearly and accurately stated.

#### Chen Ming's colleague's opinions

##### Expressing opinions

1) \_\_\_\_\_

##### Giving evidence

Evidence 1: Inviting too many actors and actresses will make the program appear too entertaining and less professional.

Evidence 2: 2) \_\_\_\_\_

Evidence 3: 3) \_\_\_\_\_

##### Restating opinions

4) \_\_\_\_\_

(来源: P95-97)



## Sharpening the skills

Chen Ming has learned the basic structure of expressing opinions. However, to make his opinions clear and well-supported, it is also important to learn the language of expressing opinions and giving evidence. Do the following activities to learn the language patterns of expressing opinions and giving evidence.

### Expressing opinions and giving evidence

#### 1 Work in pairs and underline the language of expressing opinions and giving evidence from the sample opinions below.

As far as I'm concerned, I'm afraid I would turn down this proposal. First of all, we must bear in mind that we are here to pick a new program of science and technology, which mainly aims to educate and inspire, while in this proposal, the fact is that there are too many actors and actresses. They are bound to steal the scenes of the scientists and experts, and also make the program appear too entertaining and less professional. Secondly, from my point of view, the budget seems to be another problem. Apparently, the proposed budget is about three million RMB, and it's right within our planned budget. However, it may not include the expenses of inviting the host and guests. If too much money is spent on the famous actors and actresses, what is left for the other aspects will be cut down, which will definitely result in a big sacrifice of the quality of the production, and I do not want to see that happen. Besides, I also notice that two or three points of the production timelines are not so clearly and accurately stated. Therefore I have doubts about the timing of the production. It will be a tragedy if the program cannot be completed before our deadline. In a word, this proposal doesn't seem so practical to me.

#### 2 Work in pairs. Choose one aspect from the program proposal in "Reading" and express your opinions and give evidence.

#### SKILLS

An opinion is a view, judgment or attitude formed in your mind about a particular issue. Without being familiar with the language of expressing opinions, you can hardly express yourself clearly in meetings.

At the same time, an unsupported opinion would be fragile. Therefore, evidence is often given to make the opinion more convincing.

The following are some useful expressions

#### Expressing opinions

- It's my considered opinion that ...
- As far as I am concerned ...
- From my point of view ...
- It seems to me that ...
- I cannot deny that ...
- That is why I think ...

#### Giving evidence

- The fact is that ...
- This proves that ...
- What it comes down to is that ...

## Carrying out

### Biz practice

#### PREPARE FOR THE DISCUSSION: EXPRESS OPINIONS ON THE NEW PROGRAM PROPOSAL

In "Taking in", Chen Ming has got a thorough understanding of the new program proposal. In "Building up", Chen Ming has learned the structure of expressing opinions, how to express well-supported opinions, and how to avoid vague language.

Suppose you are Chen Ming. You are going to prepare your opinions on the new program proposal for the meeting. The following steps may help you with the project.

#### Step 1 Get information

In order to express your own opinions during the meeting, the first thing you need to do is to get information about the new program proposal. The headings in the proposal can be seen as guidance when you pick up important information.

#### Step 2 Think of your opinions and evidence

After getting information, you should think of your own views on the proposal. You can list your opinions and evidence in the corresponding columns below.

| Opinions | Evidence |
|----------|----------|
|          |          |

Teaching Analysis

Teaching Methods

Teaching Process and Aims

Teaching Highlight



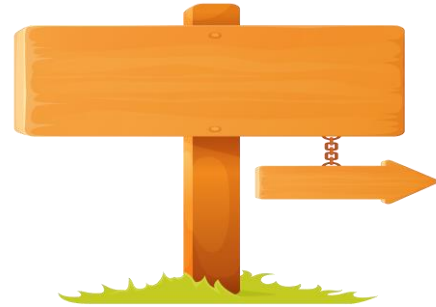
Audio, Visual and Speaking class  
for Business English Majors

Teaching Analysis

Teaching Methods

Teaching Process and Aims

Teaching Highlight



**Production-oriented Teaching Approach**  
**产出导向教学法**



**Task-based Teaching Approach**  
**任务型教学法**



**Interactive Teaching Approach**  
**交互式教学法**



## 5C Teaching Modes

I Clarify  
^

I Confirm <

> I Conduct

I Contact <

> I Comment



Before-class

During-class

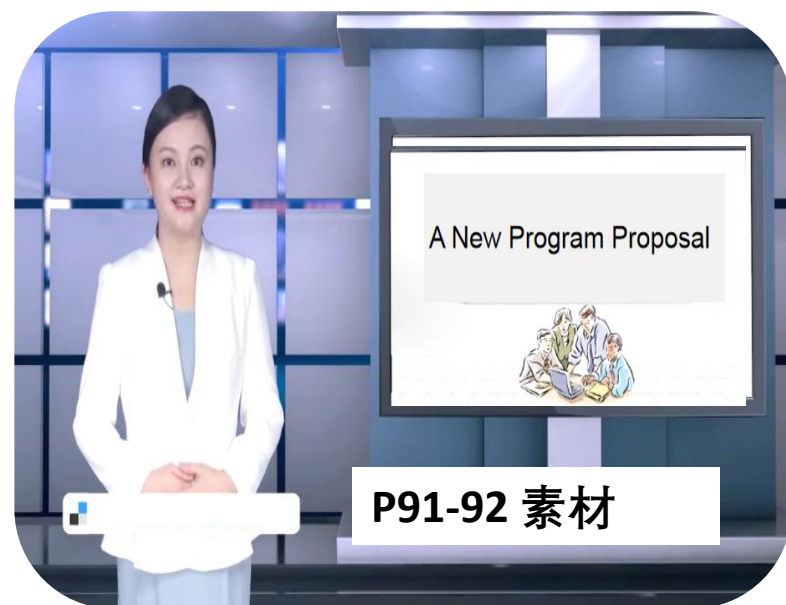
After-class



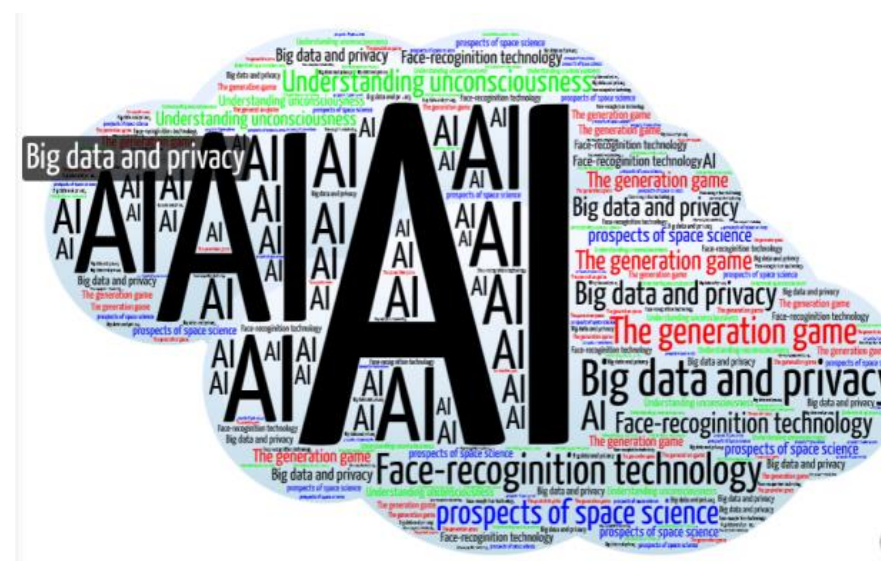
I Contact

Online

Micro-lecture watching



Questionnaire/ Word-cloud



An Oral Task

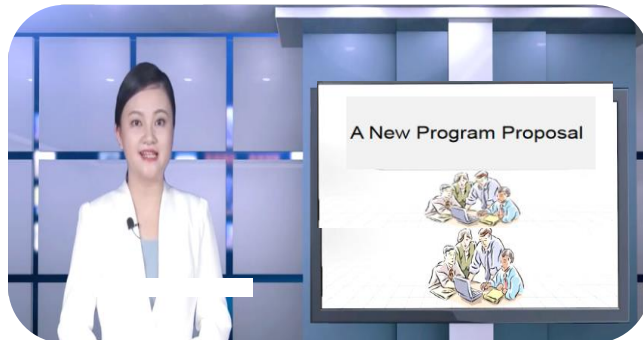


Before-class

During-class

After-class

Micro-lecture watching



Questionnaire/ Word-cloud



An Oral Task



Aims



语言目标+育人目标



Higher-level Practice

- To have first impression on the related business language and have oral practice
- To cultivate their ability of self-learning and finding problems by themselves

Before-class

During-class

After-class



## Feedback

Difficult words, phrases and sentences analysis  
线上基础学习及语言测试反馈

Theory consolidation of definition, function,  
main components of a *program proposal*  
线上理论概念反馈

Enterprise mentors' suggestions and standard  
企业专家建议及学习标准反馈

Before-class

During-class

After-class



Difficult words, phrases and sentences analysis

Theory consolidation of definition, function, main components of a *program proposal*



**Aims**



语言目标+育人目标



- **To help have a brief review**
- **To solve puzzles**
- **To give a *Professional Standard List* ahead for students to reach**

Before-class

During-class

After-class

**How to express clear and well-supported opinions in the business meetings?**



**1 Structure**

**2 Language**

**3 Output**



**Breaking through 3 barriers**

Before-class

During-class

After-class

**I Confirm**

**Watch and Discuss**

**Structure**

**Expressing opinions**

**Giving Evidence**

**Restating opinions**

**Structure**

Well, in my eyes.....



Before-class

During-class

After-class

**I Confirm** 

Watch and Discuss



Structure

Expressing opinions

Giving Evidence

Restating opinions

Aims

语言目标+育人目标

- **To confirm the key structure of expressing opinions in meetings.**
- **To test teamwork efficiency and cultivate teamwork spirit.**

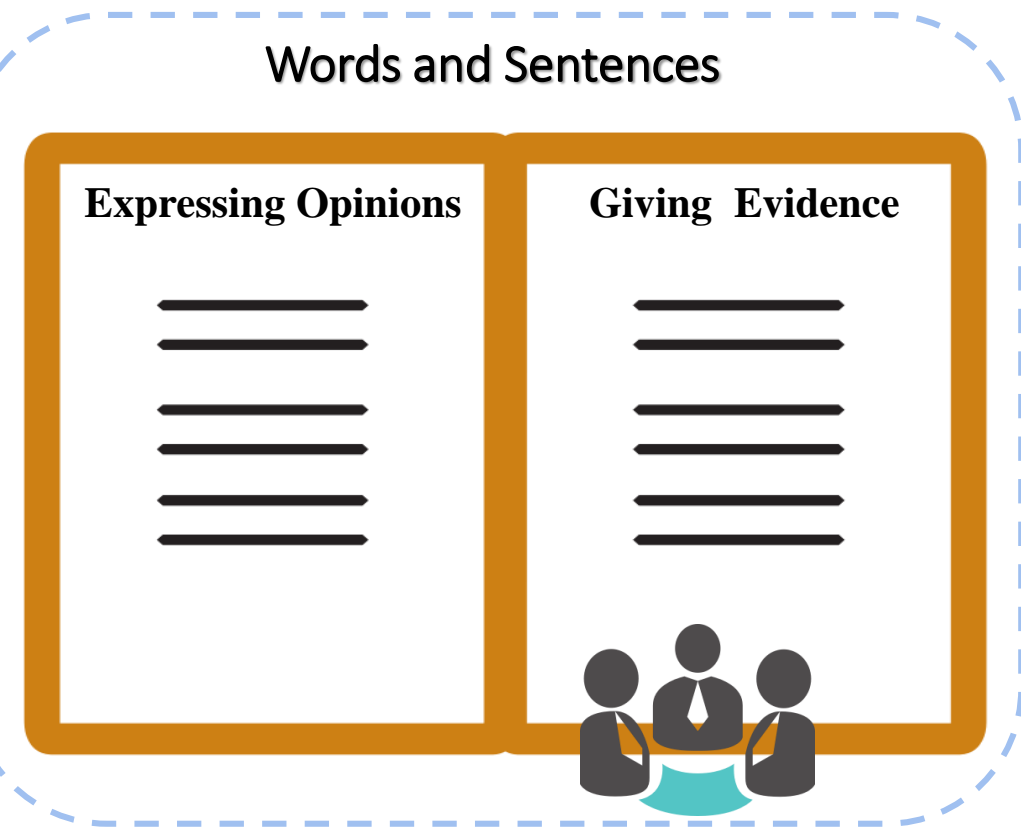
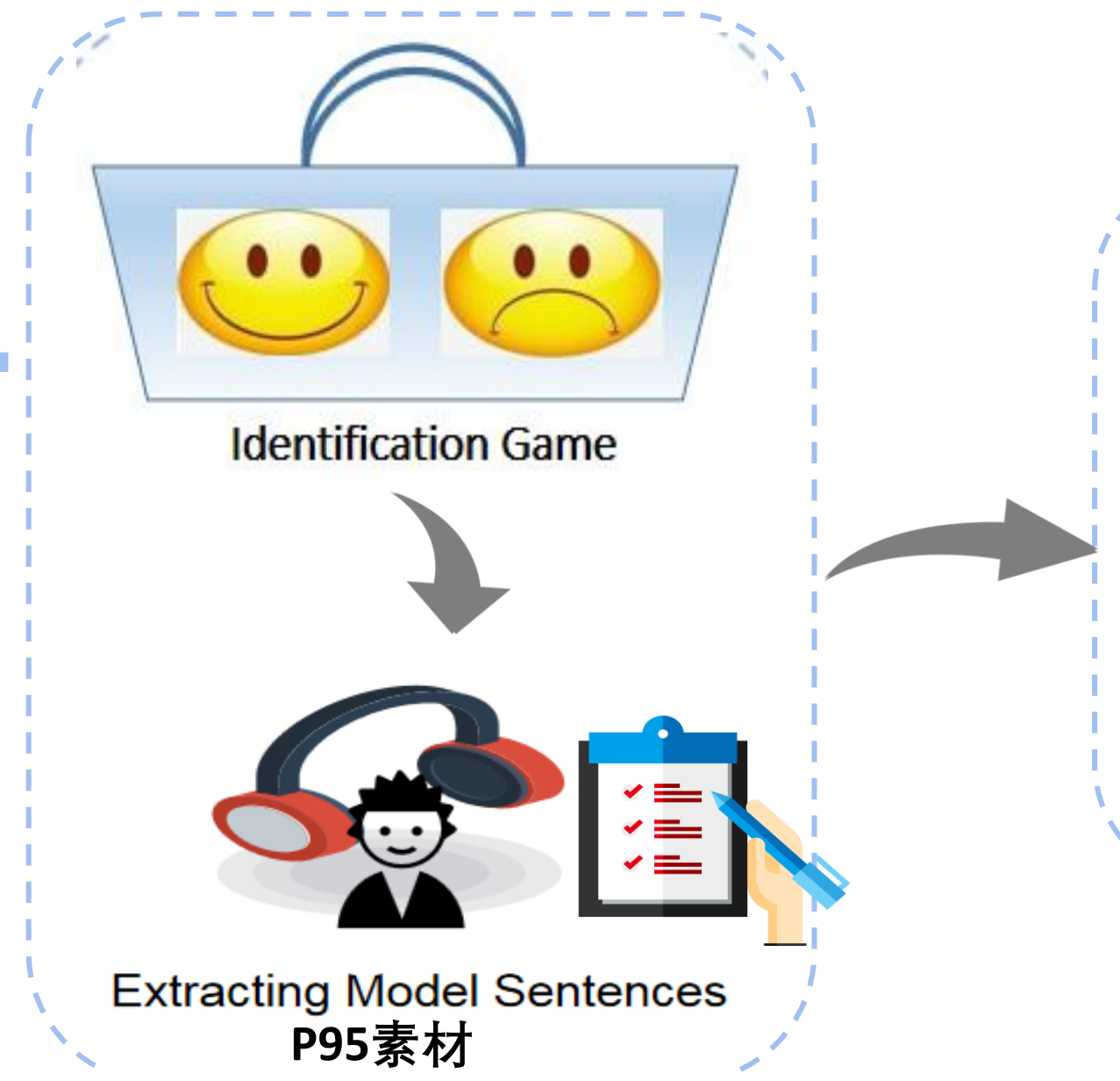
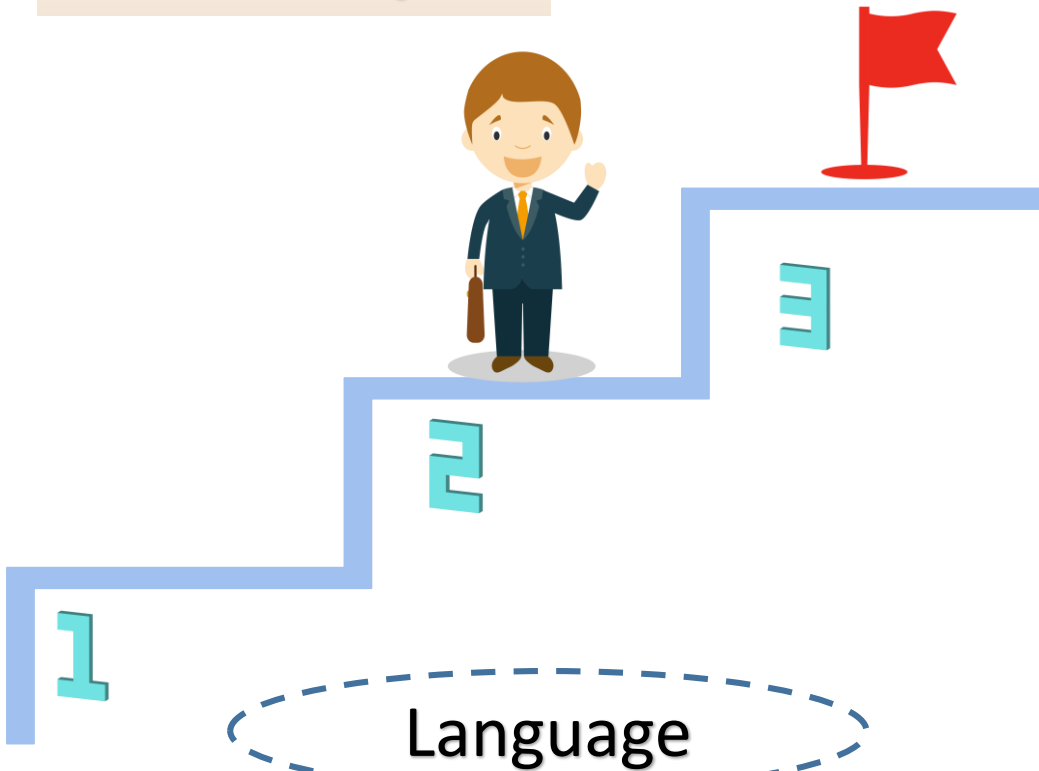


Before-class

During-class

After-class

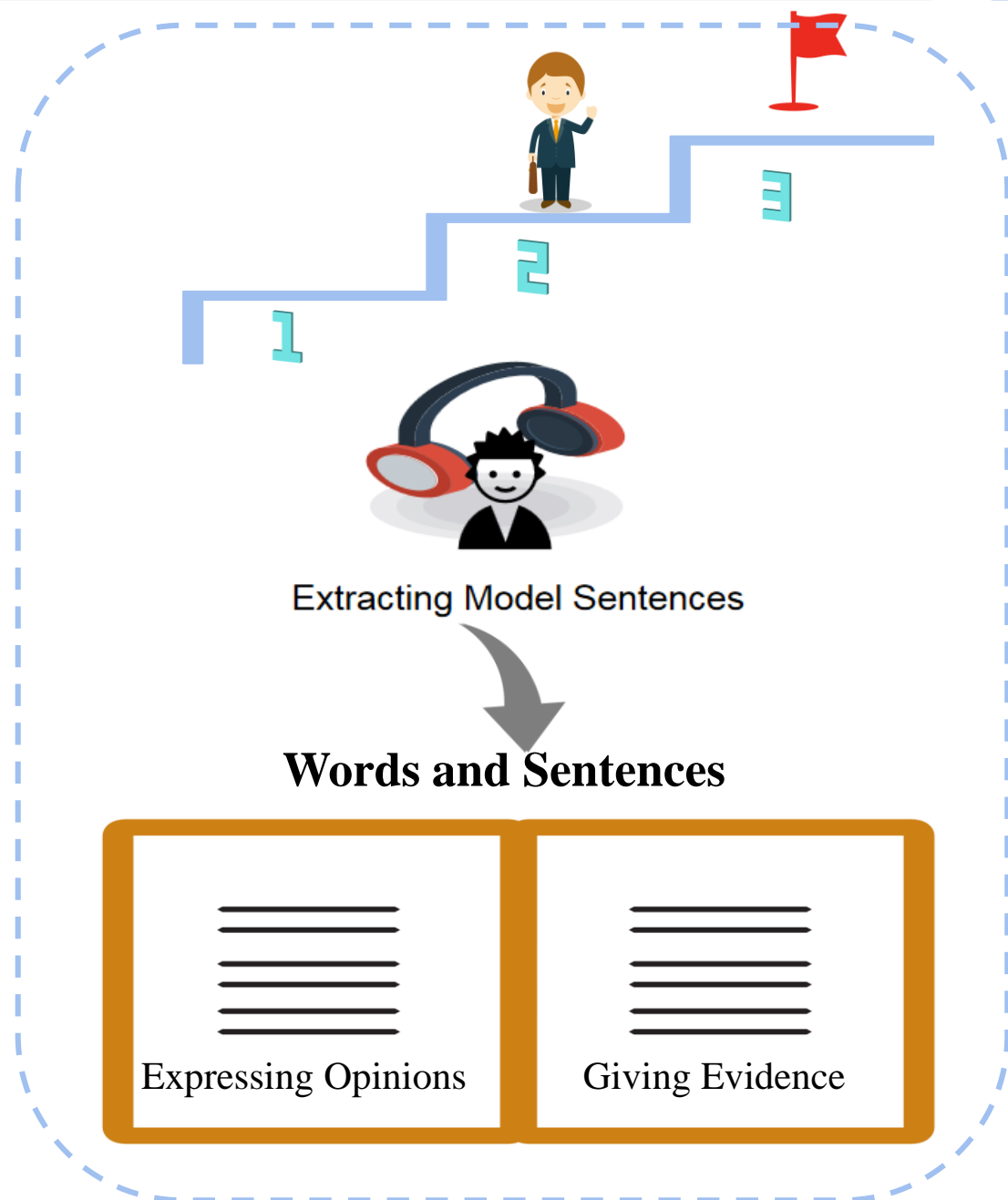
# I Clarify



Before-class

During-class

After-class



I Clarify 

Aims

语言目标+育人目标

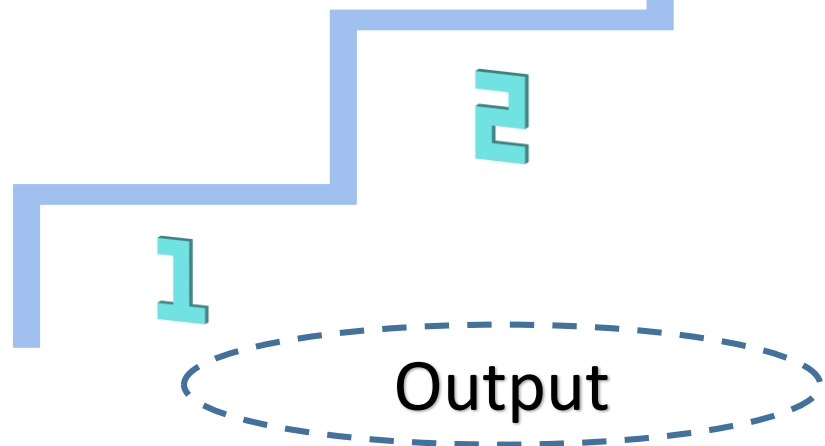
- **To clarify standard business language in presenting opinions in meetings**
- **To improve the ability of finding, categorizing, analyzing and solving problems in presenting opinions.**

Before-class

During-class

After-class

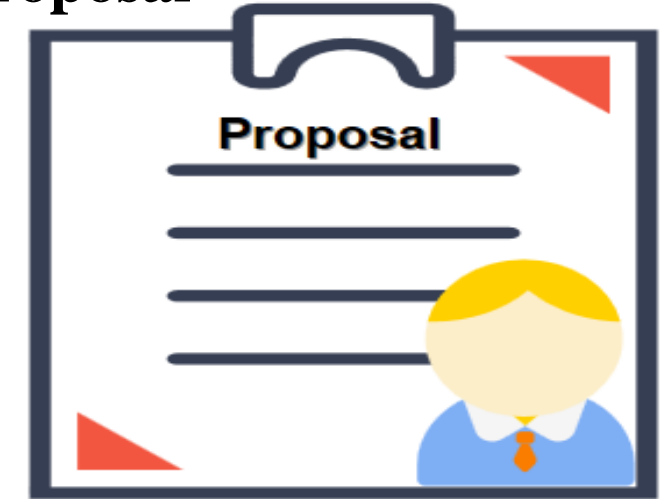
I Conduct



Expressing opinions on a proposal



Enterprise Mentor



An Imperfect Situation



A-S-R Testing System

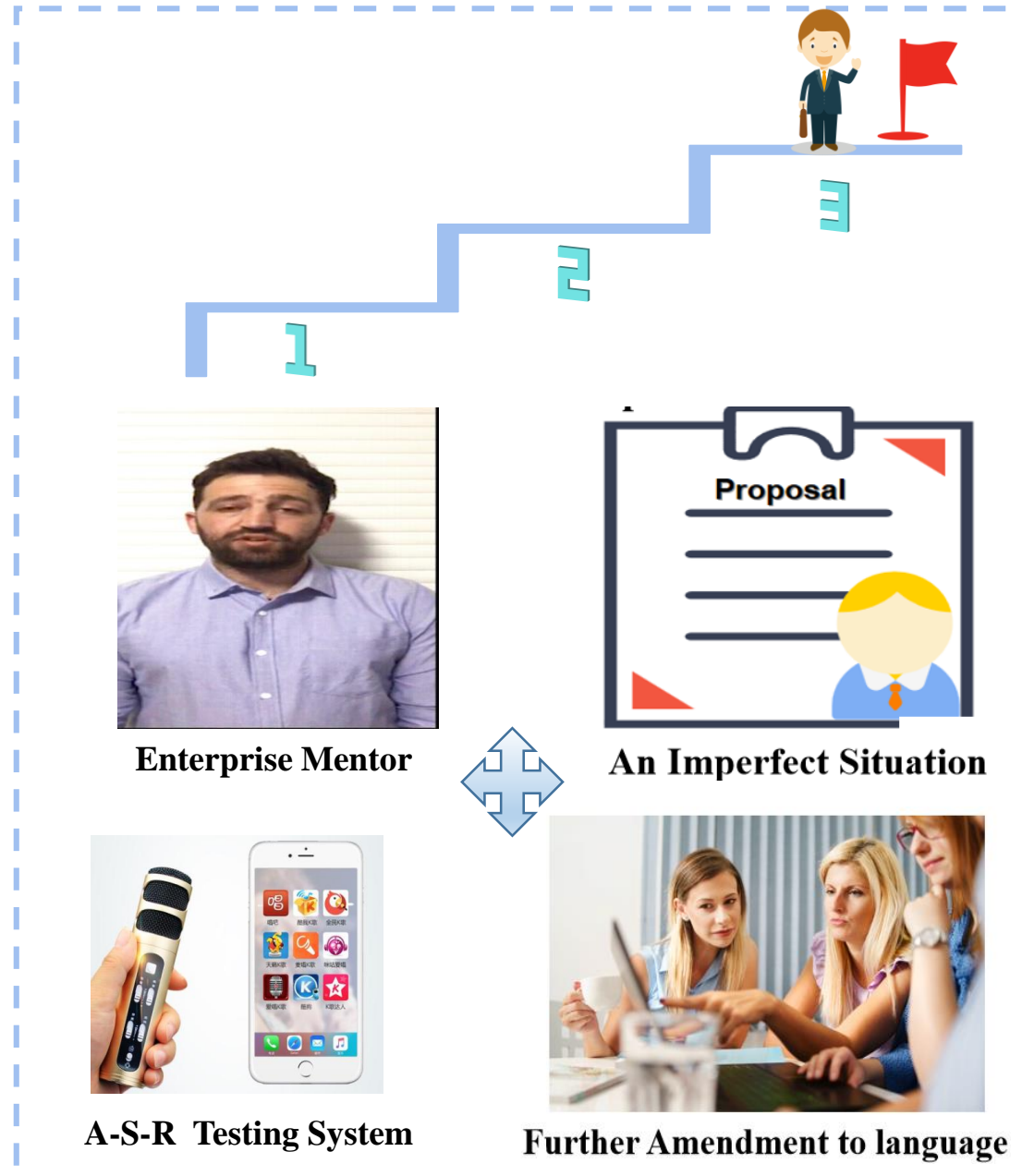


Further Amendment to language

Before-class

During-class

After-class



I Conduct 

Aims

语言目标+育人目标

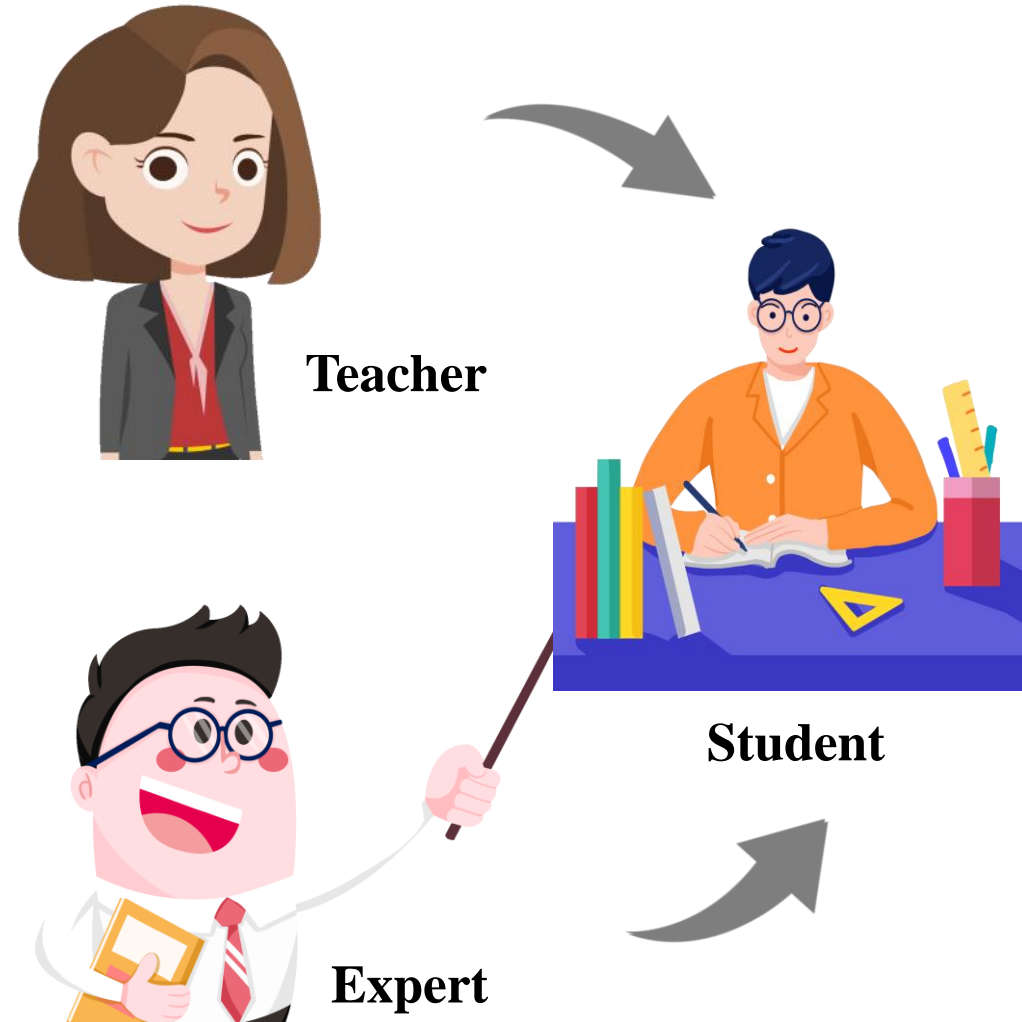
- To **train output skills** in real business situation
- To enhance their sense of critical thinking and professional quality

Before-class

During-class

After-class

## Multi-evaluation



## I Comment

Aims

语言目标+育人目标

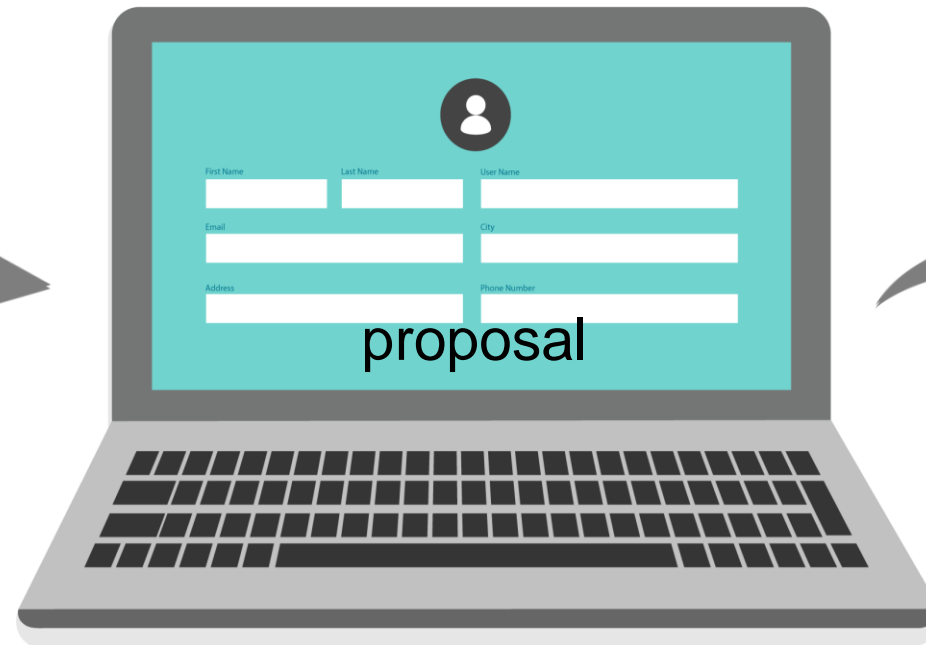
- To further **perfect their own language**
- To enhance students' professional awareness by others' assessment and self-assessment

Before-class

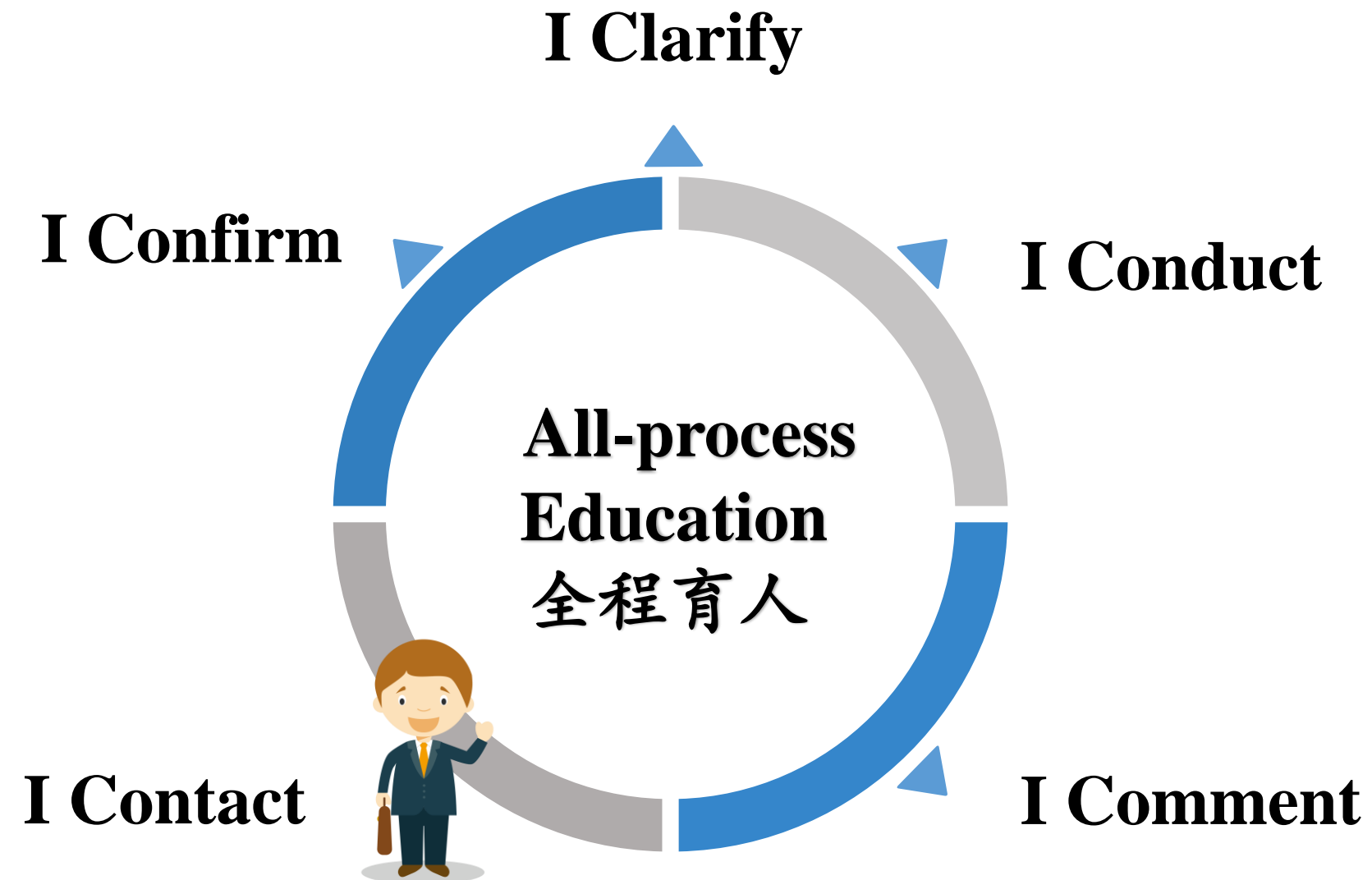
During-class

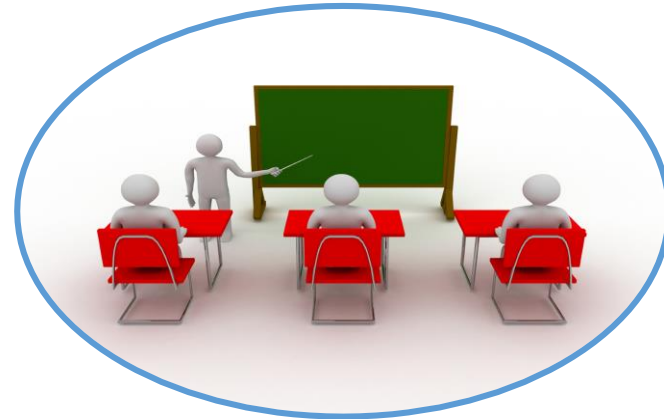
After-class

**Re-do the task: do it again**



**Aim: To enhance language and skill application**





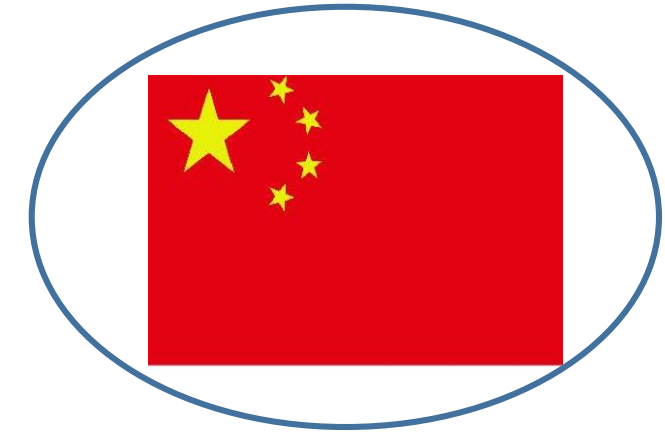
翻转课堂



企业专家入课堂



All-round  
Education  
全方位育人



思政入课堂



多维教学资源入课堂



## Multiple Teaching Evaluation

Peer-evaluation  
同伴激励

Enterprise experts Evaluation  
企业专家育人

Teacher-evaluation  
教师育人

Self-evaluation  
自我成长



input + digest + output



1

**Review & feedback**

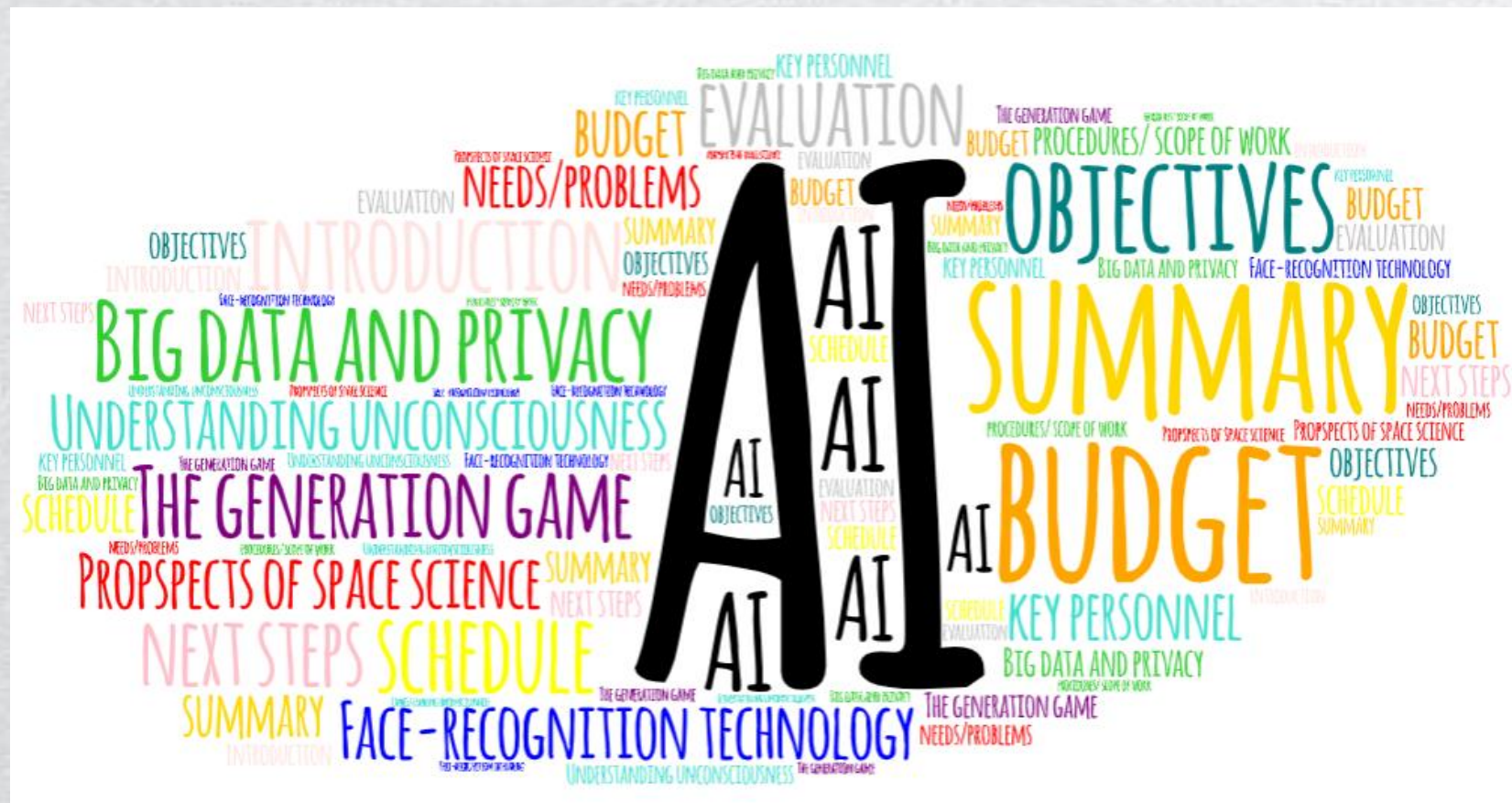
2

**Building up**

3

**Assessment**

**Expressing opinions  
in the meeting**



**What  
have we learned?**





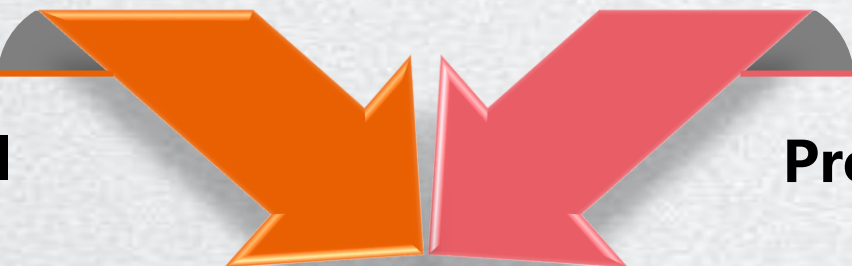
# 学习反馈

内容&结果反馈 | 企业导师反馈



**01**

Professional  
knowledge  
& certificate



Pronunciation

**02**



**03**

Critical thinking



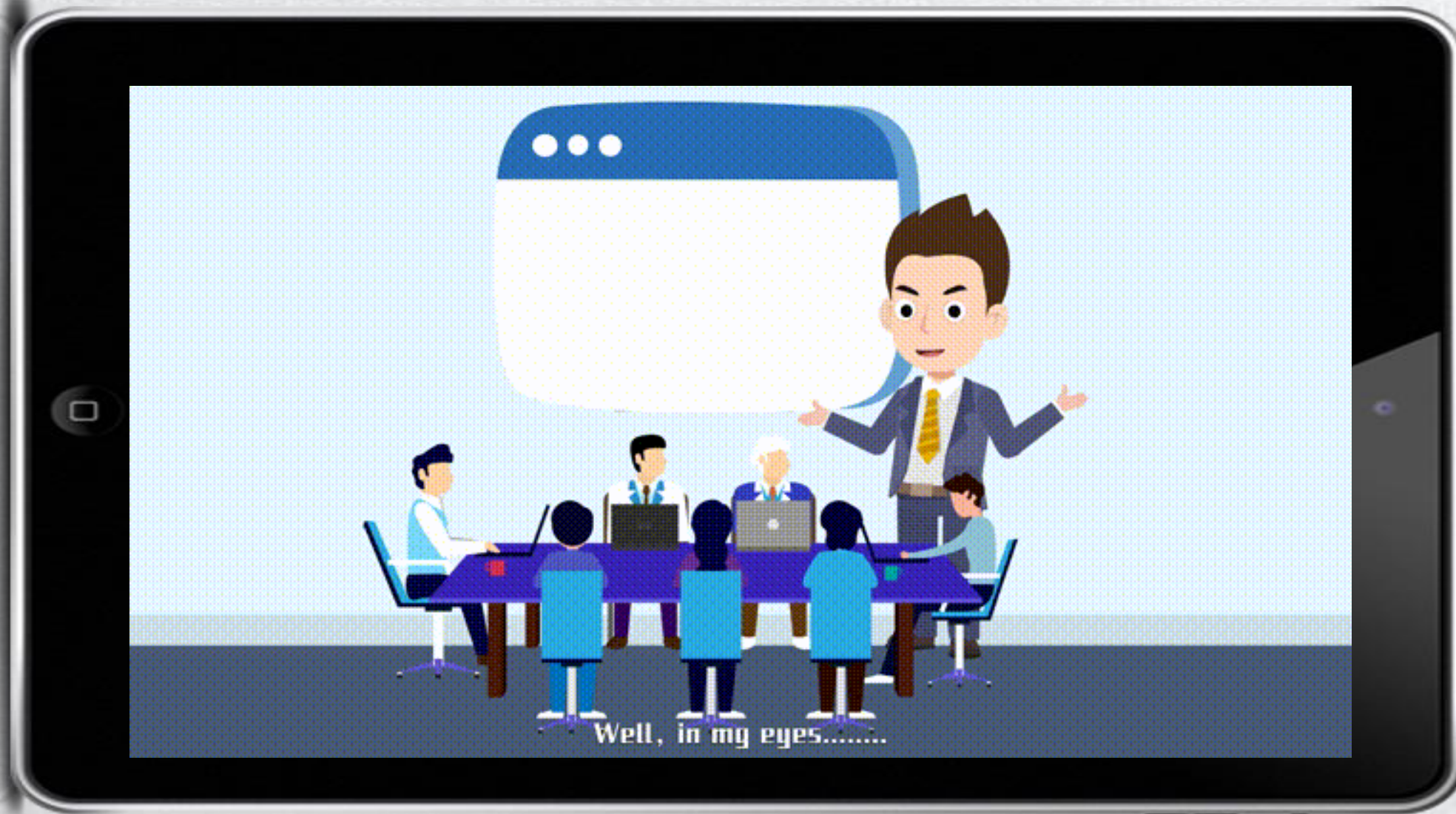
Enterprise  
mentor



Confidence

**04**





## Discussion

Enjoy the video clip and discuss with your partner:

**What basic structures could you learn to express your opinions?**



**Building up**

**Structure**

| Language

| Output





## Chen Ming's colleague's opinions



P 95 Building Up  
Task 2

### Expressing opinions

1) **C**

### Giving evidence

Evidence 1: Inviting too many actors and actresses will make the program appear too entertaining and less professional.

Evidence 2: 2) **A**

Evidence 3: 3) **D**

### Restating opinions

4) **B**



**A. The budget seems to be another problem.**

**B. In a word, this proposal doesn't seem so practical.**

**C. I'm afraid I would turn down this proposal.**

**D. Two or three points of the production timelines are not so clearly and accurately stated.**





1. As far as I'm concerned, \_\_\_\_\_.
2. First of all, the fact is that \_\_\_\_\_.  
Secondly, it is obvious that \_\_\_\_\_.  
Besides, \_\_\_\_\_.
3. In a word, \_\_\_\_\_.



**Expressing  
opinions**



**Giving  
evidence**



**Restating  
opinions**














# Building up

Structure

Language

**Output**



|           |  |
|-----------|--|
| Opinions  |   |
| Evidences | <br>     |



**P 91-93 Program proposal Task 2**





# Building up

Structure

Language

Output

言之无文，行而不远。  
 Non-elegant words will not become popular.  
 --- 《左传·襄公二十年》



1. Well, in my eyes..... I can't accept your proposal.

I'm afraid that



2. It's obvious that the budget is too high.

the budget is about three million RMB, it's too high.



3. Apparently, if too much money is spent on the superstars, it may not include the expenses of inviting the host and guests.





1.As far I'm

2.First of

Second

Besides, \_

3.In a Word, \_

**Make your own  
Version**



**Output**



言必立仪，故言必有三表。  
---墨子 《非命上》

To make assertions one must establish a standard of judgment. We must have the three standards.

---Mozi



### Check list



1. Have I got enough information from the program proposal?

2. Have I clearly expressed my opinions?

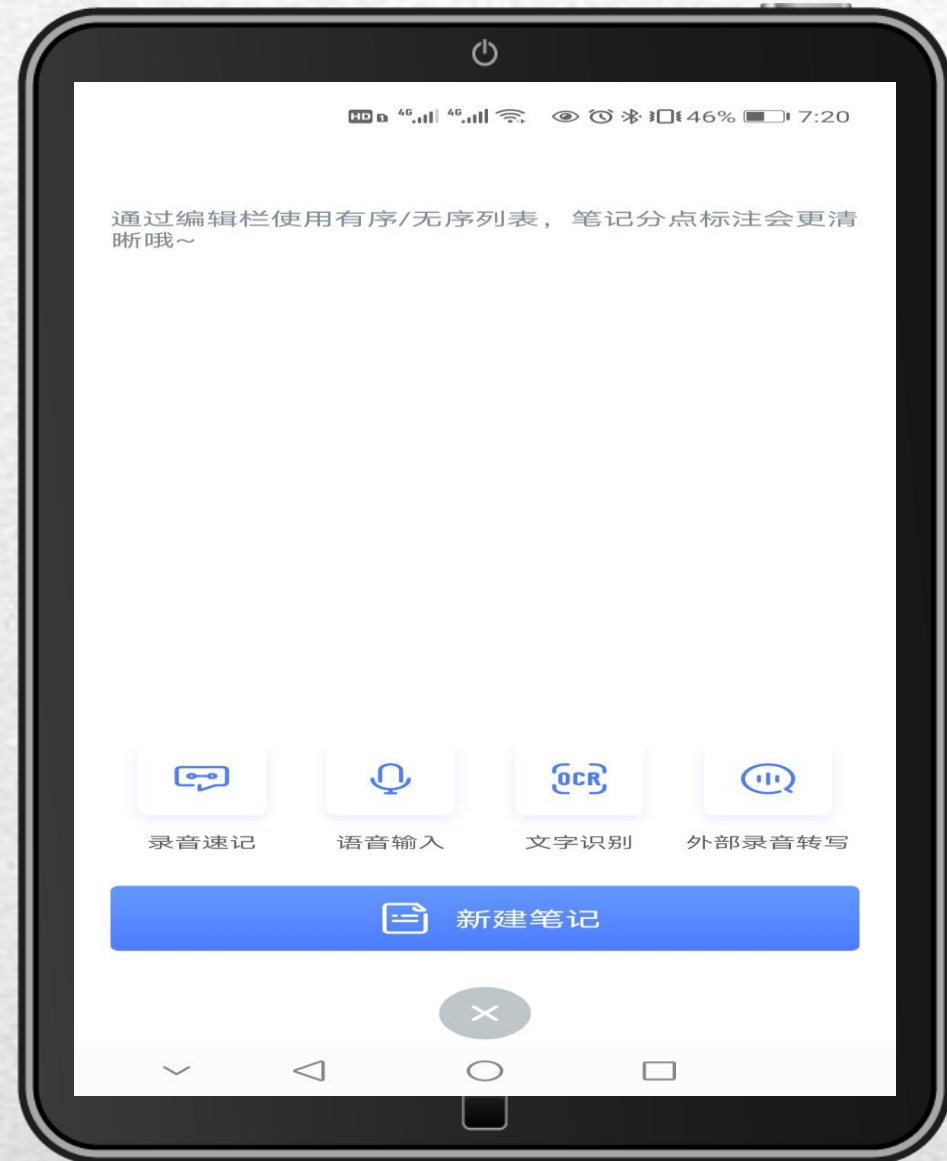
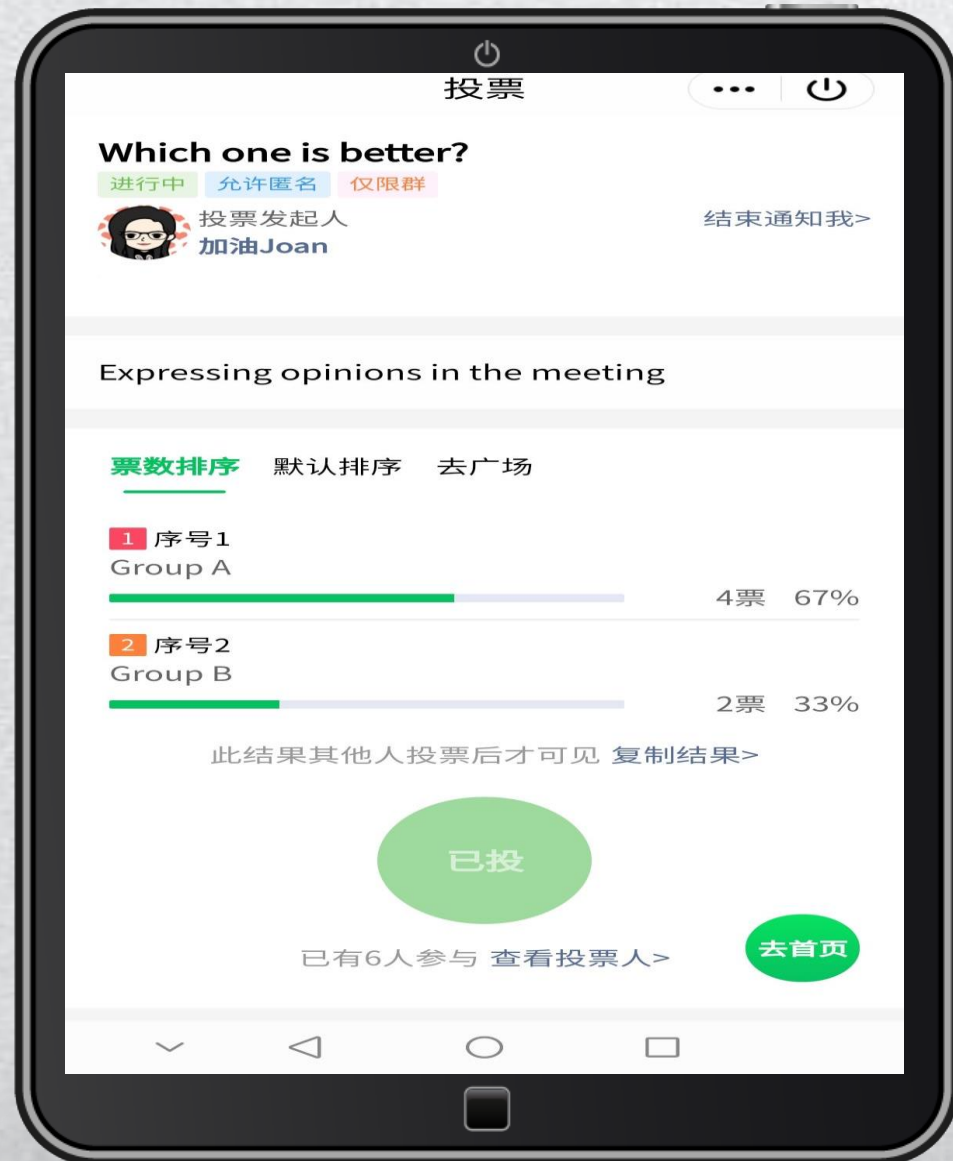
3. Have I given enough evidence to fully support my opinions?

4. Have I used concrete expressions to make my views explicit and to the point?



# 教学评价

# Assessment



# Assignment



**Give a positive attitude in the meeting  
with the task on the study platform.**

**Thank you**

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