



BEC VANTAGE SPEAKING

猫饼老师



Part 2: Mini-presentations

- 1 from 3
- 1 m P
- 1 m P
- 1 Q
- 1 A
- 6/8
- sustain a long run
- manage discourse
- express opinions
- explain and give reasons
- Grammar and Vocabulary
- Discourse Management
- Pronunciation
- Interactive Communication
- The Global Achievement Scale

常见话题

公司运作与管理

人力资源管理

市场营销

商务旅行

企业公关

公司发展

电子商务与新型工作方式

商务会议

项目管理

团队合作

客户关系

企业文化

Part 2

A: What is important when...?

Planning a working day

- Making a list of tasks
- Deciding when to answer emails
-
-

B: What is important when...?

Choosing an agency to recruit staff

- Reputation of agency
- The agency's charges
-
-

C: What is important when...?

Replacing a computer system

- Potential benefits
- Quality of technical consultants
-
-

Have a try

WHAT IS IMPORTANT WHEN...?

Planning a working day

- Making a list of tasks
- Deciding when to answer emails

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Tips

Make a quick decision.

Use bullet points.

Manage discourse.



WHAT IS IMPORTANT WHEN...?

Planning a working day

- Making a list of tasks
- Deciding when to answer emails

Cause and effect

大王先出

总分（总）

笔记三部曲

决定目标 (what you can say)

列出主要理由 Topic Sentence Key words

确定supporting details 拓展内容 (清晰的结构)

WHAT IS IMPORTANT WHEN...?

Planning a working day

- Making a list of tasks
- Deciding when to answer emails

Notes/Outline

Notes Time Management

- Making a list of tasks
- To-do list
- Deciding when to answer emails
- emails
- organize things at work
- esp: → holidays
- ~~spare a certain period of time~~
 - colleagues colle
 - supervisors super
 - business partners bz pa

When we are ready to plan a working day, there are several points that we should keep in mind to make sure everything goes well. ① **The first thing to remember is to make a list of tasks.** Making a to-do list can help people organize things at work. This is **especially** important when we plan a working day following the holiday, when important tasks can be easily forgotten. ② **Emails can be also very critical when we are doing business.** We should spare a certain period of time at work to deal with emails from our colleagues, supervisors and also from business partners. ③ **The last thing to bear in mind is to prioritize things at work.** Urgent things should always come first. To prioritize tasks well is the key to efficiency. These points should be carefully considered when we make working day plans in order to have a productive day at work.

B: What is important when...?

Preparing to go away on a business trip

- Informing colleagues and clients
- Delegating essential tasks
-
-

C: What is important when...?

Designing a company website

- Type of information to include
- Different language versions
-
-

I choose topic A
I choose A

WHAT IS IMPORTANT WHEN...?

Planning a working day

How important

First

Firstly

In the first place,

Also

Second

Secondly

In the second place,

Another important thing is...

Third

Thirdly

In the third place,

What's more

In addition



Well, when it comes to...., several important factors must be taken into account/consideration.

Well, is important because

... is important for several reasons.

There are several ways to... First, Second, Third...

分

分点





In conclusion

In general

To sum up

So



1 Q

You have mentioned 2/3 points in the presentation. Which one is more important?/ Which one you value most?



You have mentioned A, B and C in the presentation. Which one is more important?/ Which one you value most?

Do you think A is the most important one?

Intermediate

You have mentioned A, B and C in the presentation. Which one is more important?/ Which one you value most?

Do you think A is the most important one?



Advanced

You mentioned A, B, and C. Do you think (sth related to A, B and C)?

You mentioned business trip and maintaining customer relationship. Do you think you should be trained about the other cultures where you're going to do business trips?

1 A

simple and concise (2-4 s)
relevant (ask for repetition)

Interactive

SEE PART 1



I think yes, and it is a very good point. I think....



机经

计划工作日

选猎头 recruit staff

更换电脑程序

写求职申请

改进接待区

策划新项目启动仪式 event

公关关系部门的职业发展

为厂区员工提供安全的工作环境

是否外包业务

如何变成更优秀的经历

申请MBA

参加商业社交活动

评估竞争对手的活动

出口到新市场

减少包装费用

准备出售公司

做新产品的市场调研

为出差选航班w

WHAT IS IMPORTANT WHEN...?

Choosing an agency to recruit staff

- Reputation of agency
- The agency's charges

When I choose an agency to recruit staff, some things should be of great importance.

The first thing is **the reputation of the agency**. Recruiting staff can be a complex business so finding an agency with a good reputation in this business is critical. This can be done through gathering information from other companies or looking for help from an independent consultant.

Another thing to bear in mind is **the charges of the agency**. In many cases, the human resource department is seen as a cost center in the company and the budget will be controlled. Thus, to consider the cost of the agency and to find the best agency within the certain budget is highly appreciated by the company.

Finding the balance of the reputation and the charges of the agency can be hard, but it is indeed important.

WHAT IS IMPORTANT WHEN...?

Replacing a computer system

- Potential benefits
- Quality of technical consultants

When I am ready to replace a computer system, I believe it is important to consider the following issues.

The first one is **the potential benefits**. Replacing a computer system means a lot of workload. Thus the new computer system must bring some benefits, such as better technical performance and lower costs.

Another thing worth serious consideration is **the quality of technical consultants**. Computer systems require well-equipped technical consultants. This is especially important for small companies who do not have much access to technical support. In this case, technical consultancy can be of high significance.

Replacing a computer system is no easy task and these things are what I need to consider.