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Berlitz Practical Experience

Meetings Session 2: Sharing opinions

Objectives

In today’s session …

- ☐ Responding to others in a meeting
- ☐ Expressing your ideas in a meeting

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Pre-video instructions



Watch the video featuring Hidetaka Matsumoto talking about problems at Silk Motors.

What does Mr. Matsumoto think will help to increase sales?

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Video

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Icebreaker Simulation



Role:

- Silk Motors manager

Objective:

- To **prioritize** ideas from the last session on how to keep motivation high at Silk Motors

Time:

- 5 minutes

Silk Motors

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Debrief

- *Were the goals of the meeting clear?*
- *Did you respond effectively to questions, challenges, or alternative opinions?*



Language



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Responding in meetings



How can you “support” your colleagues in a meeting?

What can you say to them?

If you can’t understand your colleague, what can you say?

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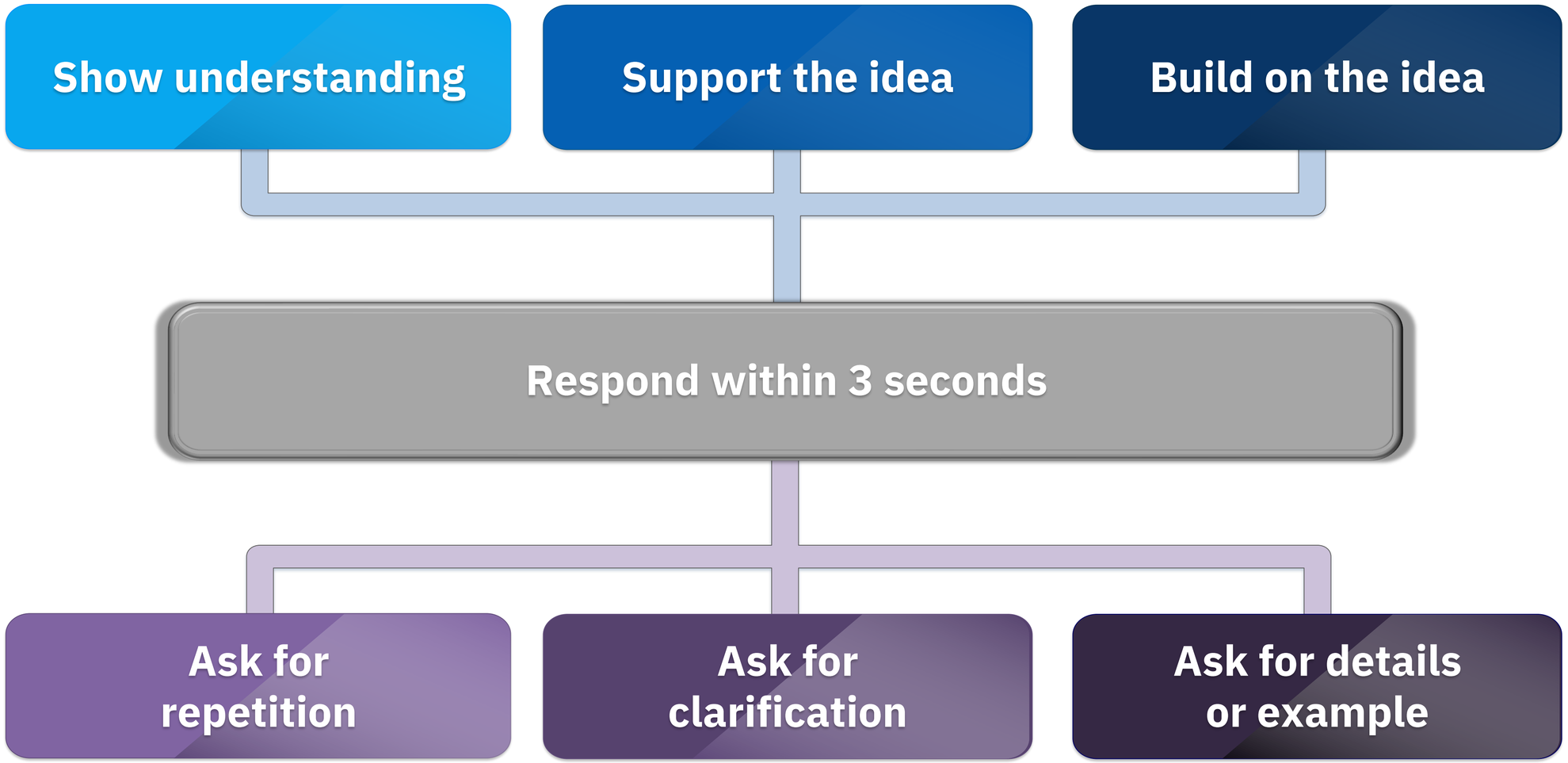
Responding in meetings



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Responding in meetings



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Responding in meetings



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Skills

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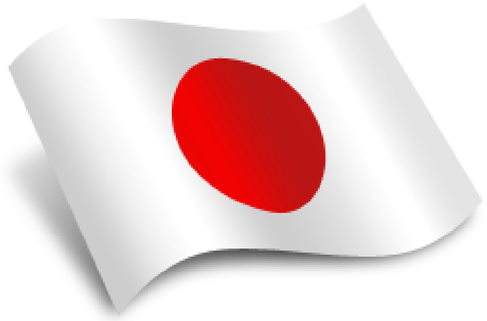
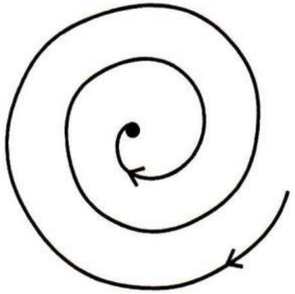
Logical communication – Giving opinions



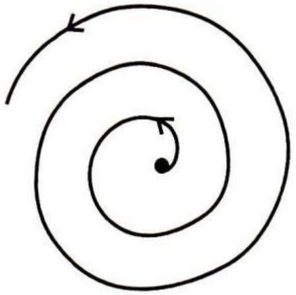
in Japanese



Conclusion Last



in English



Conclusion First

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Opinions



- I think we might want …
- In my opinion you could…
- How about if they ..?
- I strongly believe we must…
- My research shows that you need to …
- They simply have to …

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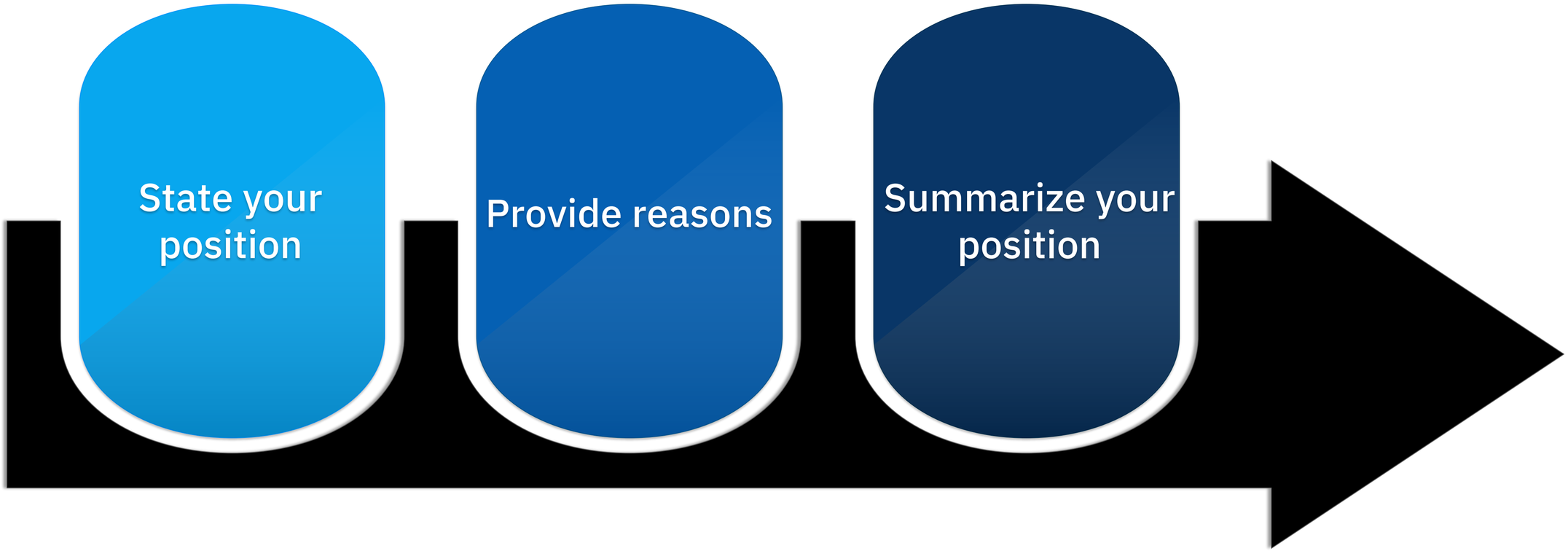
Expressing ideas



I believe ...

Because ...

That's why I strongly believe that ...

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Final Simulation



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Final Simulation



Role:

- Managers at Silk Motors assigned to the task force

Objective:

- To state opinions and respond to other participants effectively
- To prioritize ideas to keep motivation high at Silk Motors

Time:

- 10 minutes

Silk Motors

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Final Simulation – Discussion items



These are the suggestions from the first meeting. Rank them in order from the most desirable to least desirable:

- Flextime
- More company holidays
- Company sports days
- Results only work environment
- Company social outings
- Monthly award from the CEO for top performers

Silk Motors

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Debrief



Objectives Review

- Responding to others in a meeting
- Expressing your ideas in a meeting

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