

TOEIC 900 Business English Lesson:

Lesson 4: Project Deadline Negotiation

Role-Play Dialogue Text (Approx. 10 minutes):

Team Lead: Good morning. We're approaching the project deadline, and I'd like to discuss the timeline.

Project Manager: Good morning. I'm aware of the tight schedule. However, if we extend the deadline by a week, then we could ensure higher quality deliverables.

Team Lead: That is a possibility. What are the risks if we do not extend the deadline?

Project Manager: Without an extension, we might compromise on quality, which could affect client satisfaction. I believe we should re-evaluate our milestones.

Team Lead: I understand. Can you propose a revised timeline?

Project Manager: Yes. I propose that we add one week to the schedule, review our current progress, and adjust the milestones accordingly.

Team Lead: That sounds reasonable. Please draft the updated timeline for our review.

Project Manager: Will do. I'm confident this adjustment will be beneficial for the project.

Comprehension Questions and Sample Answers (Approx. 5 minutes):

1. **Q:** What is the main concern discussed in the dialogue?

A: The discussion focuses on whether to extend the project deadline to ensure quality deliverables.

2. **Q:** How does the Project Manager express the potential benefit of an extended deadline?

A: He uses a conditional sentence: "If we extend the deadline by a week, then we could ensure higher quality deliverables."

3. **Q:** Which modal verbs are present in the dialogue?

A: “Should” and “might” (e.g., “we should re-evaluate our milestones” and “we might compromise on quality”).

4. **Q:** What is the proposed solution?

A: To add a one-week extension and adjust the project milestones accordingly.

Teacher’s Lesson Points (Concise Version):

- **Prep:** Review dialogue; key terms (deadline, milestone, deliverable, extension).
 - **Intro (2–3 min):** Discuss common challenges with deadlines.
 - **Reading & Analysis (10 min):** Student reads dialogue aloud; focus on clarity and conditionals.
 - **Comprehension (5 min):** Ask questions; provide feedback.
 - **Role-Play:** Teacher as Team Lead, student as Project Manager.
 - **Wrap-Up (2–3 min):** Summarize key vocabulary; assign homework (draft an updated timeline using modal verbs and conditionals).
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