

TOEIC 900 Business English Lesson:

Lesson 11: Supplier Contract Discussion

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

Procurement Manager: Good morning. We need to review our contract terms with our supplier.

Supplier Representative: Good morning. I'm here to discuss the terms you've proposed.

Procurement Manager: Based on our previous discussions, I believe we should revise the delivery schedule. If we adjust the timeline, then we could ensure a smoother supply chain.

Supplier Representative: That's a valid point. What changes do you have in mind?

Procurement Manager: I propose that we set fixed delivery dates and include a penalty clause for delays. This approach might ensure higher reliability.

Supplier Representative: Understood. We should review these changes and update the contract accordingly.

Procurement Manager: Excellent. Please prepare the revised draft, and we can discuss it further next week.

Supplier Representative: I'll do that. Thank you.

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

1. **Q:** What is the main purpose of the discussion?

A: To review and revise the supplier contract terms.

2. **Q:** How does the conditional sentence function in this dialogue?

A: "If we adjust the timeline, then we could ensure a smoother supply chain" shows the expected outcome of the change.

3. **Q:** Which modal verbs are used in the conversation?

A: “Should” and “could/might” (e.g., “we should revise” and “this approach might ensure reliability”).

4. **Q:** What specific change is proposed?

A: To set fixed delivery dates and include a penalty clause for delays.

Teacher’s Lesson Points (Concise Version):

- **Prep:** Review vocabulary (supplier, contract, delivery, penalty clause, supply chain).
 - **Intro (2–3 min):** Discuss the importance of clear supplier contracts.
 - **Reading & Analysis (10 min):** Student reads dialogue aloud; focus on precise vocabulary usage.
 - **Comprehension (5 min):** Ask questions; provide feedback.
 - **Role-Play:** Teacher as Procurement Manager, student as Supplier Representative.
 - **Wrap-Up (2–3 min):** Recap key terms; assign homework (draft a revised supplier contract clause using modal verbs and conditionals).
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