

TOEIC 900 Business English Lesson:

Lesson 17: Office Relocation Planning

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

Facilities Manager: Good morning. We need to discuss our upcoming office relocation.

Project Manager: Good morning. What are the key challenges we might face during the move?

Facilities Manager: I believe we should focus on logistics and scheduling. If we plan meticulously, then we could minimize disruption to our work.

Project Manager: That's a valid point. What specific steps do you propose?

Facilities Manager: I propose that we create a detailed timeline and coordinate with all departments. This approach might ensure a smooth transition.

Project Manager: Excellent. Let's prepare a relocation plan and share it with the team.

Facilities Manager: I'm confident this plan will be beneficial for everyone.

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

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

A: The discussion focuses on planning an office relocation.

2. **Q:** How is the conditional sentence used?

A: "If we plan meticulously, then we could minimize disruption" shows the benefit of careful planning.

3. **Q:** Which modal verbs are used?

A: "Should" and "might" (e.g., "we should focus on logistics" and "this approach might ensure").

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

A: To create a detailed timeline and coordinate with all departments.

Teacher's Lesson Points (Concise Version):

- **Prep:** Review key vocabulary (relocation, logistics, timeline, coordination, disruption).
 - **Intro (2–3 min):** Discuss challenges of office relocation.
 - **Reading & Analysis (10 min):** Student reads dialogue aloud; focus on clarity and planning language.
 - **Comprehension (5 min):** Ask questions; provide feedback.
 - **Role-Play:** Teacher as Facilities Manager, student as Project Manager.
 - **Wrap-Up (2–3 min):** Recap vocabulary; assign homework (prepare a brief office relocation plan using modal verbs and conditionals).
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