

TOEIC 900 Business English Lesson:

Lesson 27: Feedback on a Business Proposal

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

Senior Executive: Good morning. I have reviewed your business proposal and would like to provide some feedback.

Junior Manager: Good morning. I appreciate your input.

Senior Executive: I believe you should revise the market analysis section. If you update this data, then your proposal could be much stronger.

Junior Manager: Thank you. Could you specify which areas need improvement?

Senior Executive: I propose that you include recent competitor data and adjust your revenue projections. This approach might provide a clearer picture of our market potential.

Junior Manager: I understand. I will work on these changes and resubmit the proposal.

Senior Executive: Excellent. I'm confident that with these revisions, your proposal will be more compelling.

Junior Manager: Thank you for your guidance.

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

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

A: The purpose is to improve the business proposal by revising the market analysis and revenue projections.

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

A: "If you update this data, then your proposal could be much stronger."

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

A: "Should" and "could/might" (e.g., "you should revise" and "your proposal could be stronger").

4. **Q:** What specific improvements are proposed?

A: Including recent competitor data and adjusting revenue projections.

Teacher's Lesson Points (Concise Version):

- **Prep:** Review vocabulary (proposal, feedback, market analysis, projections, competitor data).
 - **Intro (2–3 min):** Brief discussion on the value of constructive feedback.
 - **Reading & Analysis (10 min):** Student reads dialogue aloud; focus on tone and clarity.
 - **Comprehension (5 min):** Ask questions; provide feedback.
 - **Role-Play:** Teacher as Senior Executive, student as Junior Manager.
 - **Wrap-Up (2–3 min):** Summarize key points; assign homework (revise a sample proposal using modal verbs and conditionals).
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