Remote Work Policy Discussion

2. Role-Play Dialogue (Approximately 10 minutes)

Characters:

- **Anna (HR Manager)**

- **David (IT Manager)**

Setting: A business meeting where HR and IT managers discuss reviewing the company's remote work policy.

Anna: Thank you for joining this discussion, David. As you know, there have been requests to revise our remote work policy.

David: Yes, I've noticed. Many employees are requesting more flexibility. If we implement a more flexible remote work policy, then we could improve work-life balance significantly.

Anna: Agreed. However, we also need to ensure that productivity remains high. Have you seen any IT-related issues that might impact remote work?

David: Security is a major concern. If employees work remotely without secure connections, then company data might be at risk. We should implement stricter security measures.

Anna: That makes sense. We could also provide cybersecurity training. If employees are aware of best practices, they might handle remote work more responsibly.

David: That's a good approach. Also, some teams struggle with collaboration. If we integrate better communication tools, then teamwork could improve.

Anna: I agree. We should also consider employee preferences. Some may prefer hybrid work, while others want fully remote options. If we survey employees, we might create a policy that works for everyone.

David: That's a great idea. When should we finalize these changes?

Anna: Let's collect feedback first and then revise the policy next month.

David: Sounds like a plan.

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3. Comprehension Questions (Approximately 5 minutes)

Q1: What is the main topic of the discussion?
A1: The discussion focuses on reviewing and improving the company's remote work policy.

Q2: Why does David mention security concerns?
A2: He explains that remote work could put company data at risk if employees do not use secure connections.

Q3: What solution does Anna propose for security risks?
A3: She suggests implementing cybersecurity training to help employees handle remote work more responsibly.

Q4: How do they plan to finalize the remote work policy?
A4: They will collect employee feedback and revise the policy next month.

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4. Teacher's Lesson Points (Concise Version)

Pre-Class Preparation:

- Review key vocabulary: remote work, policy, flexibility, balance, cybersecurity.

- Prepare to explain modal verbs (could, should, might) and conditionals (If…, then…).

Introduction (2–3 minutes):

- Ask the student about their experience with remote work or flexible policies.

- Introduce lesson objectives: improving business discussion skills and using conditionals/modal verbs.

Reading & Analysis (10 minutes):

- Have the student read the dialogue aloud.

- Correct pronunciation and intonation.

- Highlight key grammar points (conditional sentences, modal verbs).

Comprehension Check (5 minutes):

- Ask comprehension questions and provide feedback.

Role-Play Practice (Remaining Time):

- Assign roles (teacher as HR/IT manager, student as counterpart).

- Encourage natural responses using key vocabulary and grammar.

Wrap-Up (2–3 minutes):

- Summarize key vocabulary and grammar points.

- Assign homework: Write a short proposal for a remote work policy using conditionals and modal verbs.