

Technology Upgrade and IT Strategy Meeting

1. Role-Play Dialogue Text (Approximately 10 minutes)

Characters:

- **CIO (Chief Information Officer)** – Responsible for IT strategy and infrastructure.
- **IT Manager** – Oversees daily IT operations and provides technical insights.

Setting:

A virtual business meeting discussing an upcoming technology upgrade.

Dialogue:

CIO: Thank you for joining today's meeting. Our goal is to discuss potential upgrades to our IT infrastructure. If we upgrade our IT infrastructure, then we could enhance productivity across departments. What are your thoughts?

IT Manager: I completely agree. A more robust system would improve efficiency. However, we need to assess the budget and prioritize key areas.

CIO: Absolutely. We should focus on upgrading our cloud storage and cybersecurity measures. If we don't improve security, then we might face serious vulnerabilities.

IT Manager: That's a valid point. If we implement advanced encryption, then we could mitigate cyber threats. Also, transitioning to faster servers could reduce downtime.

CIO: That's a great suggestion. Could you provide a cost estimate for these improvements?

IT Manager: Certainly. If we invest in high-speed servers and cloud expansion, then we may need an additional 20% in our IT budget. However, the long-term benefits outweigh the initial costs.

CIO: Understood. If we present a strong business case, then we might secure approval from senior management. Let's prepare a detailed proposal.

IT Manager: Agreed. I'll compile the technical specifications and cost analysis by the end of the week.

CIO: Excellent. If we finalize the plan by next month, then we could start implementation in the next quarter. Let's stay on schedule. Thanks, everyone.

2. Comprehension Questions and Sample Answers (Approximately 5 minutes)

1. What is the main objective of the meeting?

Sample Answer: The main objective is to discuss potential upgrades to the company's IT infrastructure to enhance productivity.

2. Why does the CIO emphasize security improvements?

Sample Answer: The CIO stresses security improvements because, without them, the company might face serious vulnerabilities.

3. What are two specific upgrades discussed in the meeting?

Sample Answer: The team discusses upgrading cloud storage and implementing advanced encryption to enhance security.

4. Why does the IT Manager mention cost estimation?

Sample Answer: The IT Manager mentions cost estimation because the upgrades require budget approval, and a clear financial plan is necessary.

3. Teacher's Lesson Points (Concise Version)

Pre-Class Preparation:

- Review the dialogue and key vocabulary (IT infrastructure, upgrade, productivity, cybersecurity, encryption).

- Be ready to explain modal verbs (e.g., could, might) and conditionals (if-then structures).

Introduction (2–3 minutes):

- Warm-up: Ask the student about their company's IT infrastructure (e.g., “Does your company use cloud storage?”).
- Explain the lesson objective: Discussing IT upgrades using business English.

Reading & Analysis (10 minutes):

- Have the student read the dialogue aloud.
- Focus on pronunciation, intonation, and business tone.
- Highlight key phrases and grammar (modal verbs, conditionals).

Comprehension Check (5 minutes):

- Ask comprehension questions.
- Provide feedback and reinforce key vocabulary.

Role-Play Practice (Remaining Time):

- Assign roles (CIO or IT Manager) and practice the conversation.
- Encourage variations using targeted grammar structures.

Wrap-Up (2–3 minutes):

- Summarize key vocabulary and grammar points.
- Assign a short homework task: Write a brief proposal for an IT upgrade using modal verbs and conditionals.