

Internal Communication Improvement Meeting

1. Role-Play Dialogue (Approximately 10 minutes)

Characters:

- CEO
- HR Director
- Operations Manager
- IT Director

Context: A business meeting where executives and department leaders discuss ways to improve internal communication.

Dialogue

CEO: Good morning, everyone. Today, I'd like to discuss how we can improve internal communication across departments. If we improve internal communication, then we could foster better collaboration and efficiency. What are your thoughts?

HR Director: I completely agree. Currently, we rely too much on emails, which often get buried. If we implement a centralized messaging platform, then employees could communicate more efficiently.

Operations Manager: That's a great point. However, we also need to ensure that employees use it effectively. If we provide training on best practices, then they will be more likely to engage with the platform.

IT Director: Another challenge is transparency. If we improve transparency in communication, then teams will have better alignment on project goals. One way to do this is by integrating real-time project tracking tools.

CEO: That sounds promising. If we combine these strategies—centralized communication, training, and transparency—then we could see a significant improvement. Let's develop an action plan to implement these changes.

HR Director: I'll coordinate a proposal with our recommendations. If we finalize it by next week, then we could begin implementation next month.

CEO: Excellent. Let's proceed with that plan. Thank you all for your input.

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

1. What is the main goal of the meeting?

- The main goal of the meeting is to discuss ways to improve internal communication within the company.

2. What solution does the HR Director propose?

- The HR Director suggests implementing a centralized messaging platform to improve communication efficiency.

3. How does the Operations Manager propose ensuring effective communication?

- The Operations Manager suggests providing training on best practices to ensure employees engage with the new platform.

4. What are the expected benefits of improving internal communication?

- The expected benefits include better collaboration, increased efficiency, improved transparency, and clearer alignment on project goals.
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3. Teacher's Lesson Points (Concise Version)

Pre-Class Preparation:

- Review the dialogue, key vocabulary, and grammar points (modal verbs and conditionals).

- Be ready to explain additional details related to internal communication strategies.

Introduction (2–3 minutes):

- Begin with a warm-up discussion: “How does your company communicate internally? What are some common challenges?”
- Introduce the lesson objectives: Understanding business communication strategies and practicing conditionals/modal verbs.

Reading & Analysis (10 minutes):

- Have the student read the dialogue aloud.
- Emphasize pronunciation, intonation, and natural flow.
- Pause to highlight key grammar points (e.g., conditionals: “If we improve communication, then we could foster better collaboration.”).

Comprehension Check (5 minutes):

- Ask the comprehension questions.
- Provide immediate feedback and encourage the student to use key vocabulary in their responses.

Role-Play Practice (Remaining Time):

- Conduct a role-play session: The teacher takes the role of the CEO, and the student takes the role of a department leader.
- Encourage the student to use modal verbs and conditionals to propose solutions.

Wrap-Up (2–3 minutes):

- Summarize key vocabulary and grammar points.
- Assign a homework task: “Prepare a short email proposing a communication improvement strategy using at least three conditional sentences.”