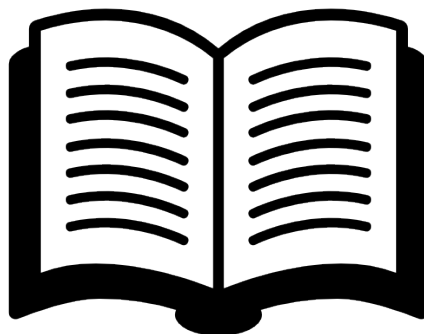


---

# TABLE OF CONTENTS



1: Economics.....	1
2: Balance Your Budget.....	3
3: Good Day at Work.....	5
4: Plan an Employee Event.....	7
5: Bad Day at Work.....	9
6: Coach a Co-worker.....	11
7: Retirement Plan.....	13
8: How to do Your Job.....	15
9: Constructive Criticism.....	17
10: Present a Plan.....	19
11: Office Communications.....	21



# Economics

## Answer These Questions

1. How much does a recession affect your business?

---

---

2. Does a weak yen or strong yen help your business? Why?

---

---

3. Is your company on the stock market? What is its stock price?

---

---

4. What bank does your company use?

---

---

5. Does your company receive any benefits from the government? (ie: tax exemptions)

---

---

## Write Your Own Questions

Q: 

---

Q. 

---

Q. 

---



※ Don't forget to post your answers online!



# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **career plan**, **head office**, **market share** and **net profit** in sentences.

My head office is in Nagoya.

1.

2.

3.

4.



1. Give an estimate of monthly expenses and a brief description.
2. Note all items that are essential.
3. Note all items that are inessential.
4. Give some ideas on how you can make the budget more efficient.

☒ **Email**

This image shows a single page from a notebook or ledger. The page is white with rounded corners and features horizontal ruling lines spaced evenly down its length. There are no margins, text, or other markings on the page.

**DON DON 英会話**



# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **career path**, **parent company**, **share price** and **subsidiary** in sentences.

I'm following a career path to become CEO of my company.

1.

2.

3.

4.



# Good Day at Work

## Answer These Questions

1. What is the best day of your work week? Why?

---

---

2. What do you look forward to doing at work?

---

---

3. Does your company have any employee events? Are they fun?

---

---

4. What about your job gives you satisfaction?

---

---

5. If you could change your job would you? Why or why not?

---

---

## Write Your Own Questions

Q: \_\_\_\_\_

Q. \_\_\_\_\_

Q. \_\_\_\_\_



※ Don't forget to post your answers online!



# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **turnover**, **workforce**, **lifestyle** and **workaholic** in sentences.

I make enough money at my job to support my lifestyle.

1.

2.

3.

4.



1. Choose a place or activity and tell us why you chose it.
2. Come up with a budget for your event.
3. Come up with a plan of preparation for the event and give jobs to coworkers.
4. Tell us who is coming to the event and who can't come.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has rounded corners at the top. There is no handwriting or other markings on the page.





# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **workload**, **deadline**, **flexitime** and **work-life balance** in sentences.

It would be great if my company had flexitime schedules.

1.

2.

3.

4.



# Bad Day at Work



## Answer These Questions

1. What is the worst day of your week? Why is it so bad?

---



---

2. What are some things you hate doing at work?

---



---

3. What was your worst day at work?

---



---

4. What about your job leaves you dissatisfied?

---



---

5. What are some types of jobs you would never do?

---



---



## Write Your Own Questions

Q: 

---

Q. 

---

Q. 

---



※ Don't forget to post your answers online!



# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **working environment**, **interest rate**, **GDP** and **labor force** in sentences.

My working environment is pretty good but it could be better.

1.

2.

3.

4.

 **A new co-worker has to deal with a complaint Tell them:**

- ## ☒ Presentation Notes

**DON DON 英会話**



# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **exchange rate**, **inflation rate**, **tax incentives** and **deal** in sentences.

There a lot of tax incentives for starting your own business.

1.

2.

3.

4.



# Retirement Plan

## Answer These Questions

1. When do you want to retire? Why?

---



---

2. Where do you want to live after you retire?

---



---

3. Does your company have a retirement plan? How is it?

---



---

4. What do you want to do after you retire?

---



---

5. Are you worried about your retirement? Why or why not?

---



---

## Write Your Own Questions

Q: 

---

Q. 

---

Q. 

---



※ Don't forget to post your answers online!



# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **government bureaucracy**, **unemployment rate**, **schedule** and **delegate** in sentences.

The unemployment rate in Germany is fairly low.

1.

2.

3.

4.

 **Your English teacher is doing your job for one day.**

- ## Presentation Notes





# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **foreign investment**, **balance of trade**, **budget** and **respond** in sentences.

I have a very small operating budget for my projects.

1.

2.

3.

4.



# Constructive Criticism

## Answer These Questions

1. What is your company's weak point? How would you fix it?

---



---

2. What is your boss' weak point? What can they do to fix it?

---



---

3. What can your company do to improve their products or services?

---



---

4. What can your company do to improve the working environment?

---



---

5. What is your departments weak point? How would you fix it?

---



---

## Write Your Own Questions

Q: 

---

Q. 

---

Q. 

---



※ Don't forget to post your answers online!



# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **invest**, **import**, **export** and **deficit** in sentences.

I'm planning to invest in multiple foreign companies.

1.

2.

3.

4.

 **You need to present a plan to make your office better.**

- ## ☒ Presentation Notes



# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **discount**, **distributor**, **dispatch** and **retailer** in sentences.

My company offers discounts for large groups of peoples.

1.

2.

3.

4.



# Office Communications



## Answer These Questions

1. How often do you communicate with co-workers outside your office?

---



---

2. How often do you update your boss? When should you update them?

---



---

3. Do you have to answer work emails outside of work? Why or why not?

---



---

4. How often do you communicate with people from foreign countries?

---



---

5. How do you feel about the amount of communication you do every day?

---



---



## Write Your Own Questions

Q: 

---

Q. 

---

Q. 

---



※ Don't forget to post your answers online!



# Questions & Notes

## Notes

---

---

---

---

---

---

---

---

---

---

## ☒ Grammar

Practice using **estimate**, **implement**, **manufacture** and **produce** in sentences.

My company manufactures tiny dolls.

1.

2.

3.

4.





---

# REPORTS

## TABLE OF CONTENTS



1: Healthy Labeling.....	1
2: Digital Teaching.....	3
3: China Expands Trade.....	5
4: Swear for Strength.....	7
5: Happy Cafe.....	9
6: Frozen Eggs.....	11
7: Sexism in Canadian College.....	13
8: Low Heart Disease.....	15
9: Inconvenience Stores.....	17
10: Stop Elderly Drivers.....	19
11: Subway Sues.....	21



# Healthy Labeling

1

Researchers say people eat more vegetables if the veggies have trendy labels. A research team found that vegetable sales went up by 25 per cent if they had trendy-sounding names. The researchers conducted their research on 600 diners at a university canteen. They labelled vegetable dishes in four different ways each day. There were vegetable dishes with a “basic” label (with just the word “carrots”), a healthy label (“carrots with sugar-free citrus dressing”), a “health positive” label (“smart-choice vitamin C citrus carrots”) and a trendy label (“twisted citrus-glazed carrots”).

Researchers created a wide choice of vegetables to see how effective the labels were. They used vegetables like beetroot, carrots, corn, green beans and sweet potato in their test. They used names like “twisted garlic-ginger butternut squash wedges,” or “dynamite chilli,” and “tangy lime-seasoned beets”. They said the dishes with the trendy labels were 25% more popular than those with the “basic” labels, and 41% more popular than those with other labels. A researcher said: “Labels really can influence our sensory experience, affecting how tasty and filling we think food will be.”

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Follow Up

Use 5 New Words or Difficult Phrases in your own sentence.

1

2

3

4

5

Write a review and your opinion of the article.

---

---

---

---

---

---

---

---

---

---



# Digital Teaching

## 2

Finland wants more than always being top of the world's education tables. It is planning to reform its education system to better prepare students for the digital age. A key part of this is to put more emphasis on digital and workplace skills. An example of this would be to use 3D printers in history classes for students to make models of ancient buildings. There will also be vocational training in real-life work settings. Students' performance would be judged by both a teacher and by an official from the company helping the student.

One teacher explained why a change was necessary. She said school is usually divided into subjects and facts that students must learn. She said real life is not like that because our brain is not divided into topics. She added that students needed to think in a broader way. They must think about the problems in the world, like migration, the economy, the post-truth era. She questioned whether today's children get the tools to deal with such an inter-cultural world. She warned it would be a big mistake to let children believe that the world is simple, and that all they need is facts.

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Follow Up

Use 5 New Words or Difficult Phrases in your own sentence.

1

2

3

4

5

Write a review and your opinion of the article.

---

---

---

---

---

---

---

---

---

---

---



# China Expands Trade

3

China has outlined an ambitious project to help global growth. President Xi has promised to invest \$124 billion to increase global trade along the old Silk Road route. He spoke about the plan at a meeting of 29 world leaders, as well as the heads of the UN, IMF and World Bank. Xi stated that the new plan aimed to expand trade between Asia, Africa, Europe and beyond. He said the project would invest billions of dollars in infrastructure and help with the free flow of goods. He told those at the summit that: "Trade is the important engine of economic development."

President Xi said increased global trade and cooperation would make the world more peaceful. He said: "We will not re-tread the old path of games between foes. Instead we will create a new model of cooperation and mutual benefit." Pakistan's Prime Minister Nawaz Sharif had good words to say about President Xi's "vision". He said the huge scale of the cooperation and economic partnerships and investments were a world first. He added: "We stand at the cusp of a geo-economic revolution." Britain's finance minister said his country was a "natural partner" of the project.

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Follow Up

Use 5 New Words or Difficult Phrases in your own sentence.

1

2

3

4

5

Write a review and your opinion of the article.

---

---

---

---

---

---

---

---

---

---

---



# Swear for Strength

## 4

Researchers have found that swearing and using bad language can increase our physical strength. The researchers conducted tests on 81 people to see how swearing affected physical performance. In one test, participants did a workout on an exercise bike. Some people had to swear as much as they could before they started, while others had to be quiet. In another test, people had to grip the bike's handlebars as tightly as they could. The researchers found that the people who swore a lot, cycled or gripped three to four per cent more powerfully than those who were quiet.

Research also shows that swearing increases our tolerance to pain. A 2009 study found that swearing increased heart rate and adrenaline - these help to numb pain. This may be why many of us swear when we hurt ourselves. Another study found that swearing was a sign of honesty and self-expression. The lead researcher of the Keele study was at a loss to explain why swearing affects the body. He said: "Quite why it is that swearing has these effects on strength and pain tolerance remains to be discovered. We have yet to understand the power of swearing fully."

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____





# Follow Up

Use 5 New Words or Difficult Phrases in your own sentence.

1

2

3

4

5

Write a review and your opinion of the article.

---

---

---

---

---

---

---

---

---

---

---



# Happy Cafe

5

The UAE government has opened a cafe to make its employees happy. The new 'Happiness Cafe' is in the headquarters of the Ministry of Culture and Knowledge Development. Staff are encouraged to visit the cafe to unwind and chill out so they can revitalize and rejuvenate themselves. The cafe is full of soft sofas and has a specially designed decor to provide the perfect atmosphere of happiness and positivity. It also has its own garden and fountain to add a touch of nature. One worker loved the new cafe, saying it would help her to smile more at work.

The UAE's Minister of Culture and Knowledge Development opened the cafe. He hopes it will create a positive workplace environment, let workers release their productive energy, and improve the work of the ministry. The Happiness Cafe is part of a program initiated by the ruler of Dubai, called the National Program for Happiness and Positivity. The ruler called happiness, "a renewable and sustainable asset". This program intends to establish, "the values of positivity and happiness as a way of life in the UAE". The UAE wants to be in the top five of the world's happiest countries.

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Follow Up

Use 5 New Words or Difficult Phrases in your own sentence.

1

2

3

4

5

Write a review and your opinion of the article.

---

---

---

---

---

---

---

---

---

---

---



# Frozen Eggs

6

British companies are considering offering their female workers egg freezing as a perk. Apple and Facebook already offer egg freezing as a benefit to female employees. Other companies may soon follow their lead. British companies are in talks with IVF clinics about this. The UK's largest chain of fertility clinics, CARE Fertility, has been in discussion with several high-profile employers. There is a considerable cost to employers. Apple and Facebook have been offering subsidized egg freezing to female staff at a cost of up to £16,000 (\$20,000) per worker.

The perk will allow women in their 20s or 30s to focus on their careers. Women could make use of their frozen eggs in their 40s when they settle down or are financially stable. CARE said: "Successful pregnancy at that age is very low...so by freezing eggs earlier on they will...have that guarantee at the back of their mind." The perk is also an option for couples wanting to have children later in life. Critics say it is wrong to put careers over having children. One said: "When [IVF] is done purely to protect their job, I think it's extraordinary that women think this is liberating."

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Follow Up

Use 5 New Words or Difficult Phrases in your own sentence.

1

2

3

4

5

Write a review and your opinion of the article.

---

---

---

---

---

---

---

---

---

---

---



# Sexism in Canadian College

## 7

A Canadian high school has been fiercely criticized online for its women's studies course. Many people believed the syllabus had sexist subjects that were inappropriate for women in the 21st century. These included 'polite conversation,' dinner party etiquette, and 'nail application skills'. There was also a course on: "How to enhance your style by using tips and tricks designed for your face and body shape". The course did have lessons on the basics of web design, reproductive health, the role of women in history, and the image of beauty in the media and around the world.

Among those who criticized the syllabus was actress Siobhan Bryn. She wrote: "This is unbelievably sexist. Women's studies is not fashion and putting on a lunch." She asked whether the course was designed in the 1950's. Activist Meg Fenway said: "This is profoundly offensive and disrespectful." The school has since removed the subjects from the syllabus. A spokesman said: "It looks like we're supporting stereotyping girls....We want to do the best by our kids. We want them to have a positive image and build self-esteem. We want them to analyze things critically."

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Follow Up

Use 5 New Words or Difficult Phrases in your own sentence.

1

2

3

4

5

Write a review and your opinion of the article.

---

---

---

---

---

---

---

---

---

---

---



# Low Heart Disease

## 8

Researchers have found who has the world's healthiest hearts. The Tsimane people live in Bolivia's Amazon region. They have almost no risk of heart disease because of their plant-based diet and levels of physical activity. They also have low blood pressure, and low levels of cholesterol and blood glucose. This equals a very strong cardiovascular system. The Tsimane avoid many diseases and conditions that kill hundreds of millions of people, like heart attack, stroke and diabetes. A study said an 80-year-old Tsimane person is the same cardiovascular age as an American in their mid-50s.

The study on the Tsimane is published in the journal 'The Lancet'. A researcher said: "Coronary [disease] could be avoided if people adopted some elements of the Tsimane lifestyle, such as keeping their cholesterol, blood pressure and blood sugar very low, not smoking and being physically active." He said the Tsimane live their life with very little coronary disease. He added: "While difficult to achieve in the industrialized world, we can adopt some aspects of their lifestyle to potentially forestall a condition we thought would eventually effect almost all of us."

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____





# Follow Up

Use 5 New Words or Difficult Phrases in your own sentence.

1

2

3

4

5

Write a review and your opinion of the article.

---

---

---

---

---

---

---

---

---

---

---



# Inconvenience Stores

9

Convenience stores are handy when we need somewhere to pop into if we have forgotten to buy something. They also provide part-time jobs for thousands of people. A new report from Japan suggests that some stores are not so convenient for their workers. Japan's national broadcaster NHK says many part-time workers are given unrealistic sales quotas. Labor rights experts want stores to stop what they call an exploitative practice. There are reports of workers having hundreds of dollars deducted from salaries and having to buy unsold stock for not meeting their quotas.

An expert on Japanese labor law said deducting money from salaries for unmet quotas was against the law. He questioned why so many part-timers felt they had to buy unsold stock. He suggested it was because of pressure from stores. The expert asked the bosses of convenience stores to tackle this problem so that part-timers are not exploited. One worker said he was "drowning in quotas". Another said that he can lose up to 30% of his monthly salary. The biggest losses come with quotas for unsold seasonal items like Valentines goods and special sushi rolls.

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Follow Up

Use 5 New Words or Difficult Phrases in your own sentence.

1

2

3

4

5

Write a review and your opinion of the article.

---

---

---

---

---

---

---

---

---

---

---



# Stop Elderly Drivers

10

A new road-safety strategy in Japan is encouraging elderly drivers to stop driving. A funeral home company is offering a 15 per cent discount on its services to drivers over the age of 75 who surrender their driving licence. The discount also applies to their family members. The scheme is backed by the local police. Drivers must hand in their licence to the police, who then provide a document as proof that the senior is no longer allowed to drive. Similar schemes in Japan have included cut-price taxi fares, discounts on entry to public baths and cheaper noodles.

The latest strategy is a further attempt to cut the large number of traffic accidents involving seniors. Almost five million people over the age of 75 drive in Japan. This is double the number from 10 years ago. There has been an increase in the number of fatal accidents involving elderly drivers. They accounted for 13.2 per cent of fatal traffic accidents in a central Japan district last year. This is up from 7.7 per cent in 2007. Some of those accidents were because seniors confused the accelerator and brake pedals or mistakenly put their car into reverse.

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Follow Up

Use 5 New Words or Difficult Phrases in your own sentence.

1

2

3

4

5

Write a review and your opinion of the article.

---

---

---

---

---

---

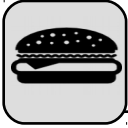
---

---

---

---

---



# Subway Sues

11

The sandwich chain Subway is suing the Canadian Broadcasting Corporation (CBC) following a report that said the chain's chicken was only half chicken. The CBC reported that Subway's oven roasted chicken contained only 53.6 per cent chicken and that the rest was a soy filler. The researchers stated that other fast food chains had levels of meat in their chicken-based products that were a lot higher than Subway's. Subway announced: "We have issued a Notice of Action... against CBC that asks for \$210 million in damages over allegations... that are defamatory and absolutely false."

Subway said: "Despite our efforts to share the facts with the CBC about the high quality of our chicken and to express our strong objections to their inaccurate claims, they have not issued a retraction." It added: "We do not know how they produced such unreliable and factually incorrect data....Producing high quality food...is our highest priority." CBC said the corporation was standing behind its investigation, story and reporters. It said: "We believe our journalism to be sound and there is no evidence that we've seen that would lead us to change our position."

Q:

Q:

Q:

日	月	火	水	木	金	土
---	---	---	---	---	---	---

New Words or Phrases

_____	_____	_____
_____	_____	_____
_____	_____	_____



# Follow Up

**Use 5 New Words or Difficult Phrases in your own sentence.**

1

---

### 3

---

**5**

**Write a review and your opinion of the article.**

[illegible]

