



Build-up Certification 2

Instructor Certification



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Group Discussion

1. Are you satisfied with your booking percentage?

2. Are there any types of clients that you find challenging to teach?

Teaching Vocabulary

How would you teach the following words?
What can we teach beyond these words?

▶ Lazy

▶ Freedom

▶ Decision

▶ ()

▶ ()

▶ ()



Revisiting 'i + 1'

Every lesson is designed to build step-by-step... **S _____ ing**

→ Practice

A Match the images to the cooking method.



Now tell your instructor how each dish is prepared. Follow the example below.

→ **Instructor:** How is tempura prepared?

You: It's **deep fried**.

→ **Instructor:** How is yakitori prepared?

You: It's _____.

Level 4 **17**

"Describing" Food and Drink

→ Practice

A Take turns with your coworker asking for and giving instructions.

Explain that "Make sure you..." and "Don't forget to..." are used to give the listener a warning or to highlight something important to remember. The tasks below can be expanded to other things such as how to use the parking garage, how to make a purchase request, or any other relevant task for your client.

Asking for help

- How do I (use)...?
- Can you show me how to...?

Giving instructions

- First, Then, (And) then, After that
- Make sure you... ■ Don't forget to...

Example



- face down
- dial the fax number
- wait for the fax to scan
- check that the fax was sent

→ **You:** How do I send a fax?

Coworker: First, put your fax in face down. Then, dial the fax number and press "send." Then, wait for the fax to scan. After that, check that the fax was sent.

Level 4 **18**

"Explaining" Instructions

How would you combine the functions from Practice A of today's *and* last lesson?

Combination

You:

Coworker:

?

Activity:

Combination

Practice B? Practice C?

Level 4 17 "Describing" Food and Drink

B Your friend is new to Japan and wants to know about Japanese food. Tell your friend about the taste and texture of these foods. You can use the words in the lists or your own ideas.



FLAVORS



- sweet
- rich
- sc
- sp

Example
Your friend: What's this?
You: This is tempura. It's light and crispy.
→ Your friend: What's this?
You: This is yakisoba. It's salty and chewy.

Expansion Opti
Talk about using between flavors.

Expansion Opti
Talk about any o

C If someone hasn't ever eaten something, we can compare it to another food. This makes it easier to understand what it's like.

 Yakitori	 Sukiyaki	 Tamagoyaki	 "Hamburg" Steak
 Shish-kebab	 Beef stew	 Breakfast omelette	 Hamburger

Your friend is new to Japan. Tell them about some Japanese foods by comparing them to Western foods.

Useful phrases

- It's kind of like... (but it...)
- It's almost the same as... (except...)
- It's basically...

Example
Your friend: What's okonomiyaki?
You: It's kind of like a pancake, but it has vegetables and seafood in it.
→ ① Your friend: What's sukiyaki?
You: It's like beef stew, but with sugar and soy sauce in it.
→ ② Your friend: What's tamagoyaki?
You: It's like a breakfast omelette.

Level 4 18 "Explaining" Instructions

B Respond to your coworker in the situations below.

When you don't understand instructions
Sorry, I didn't catch that.

When you need more information, or you missed a step
Sorry, what do I do after that?

Example
Coworker: Then you're pretty much done.
You: Sorry, what do I do after that?
Coworker: Check that the fax was sent.



→ ① Coworker: Spoken softly
You: Sorry, I didn't catch that.
Coworker: After that, please put the caller on hold.
→ ② Coworker: Put the caller on hold.
You: Sorry, what do I do after that?
Coworker: Push this button.
→ ③ Coworker: Spoken very loudly
You: Sorry, what do I do after that?
Coworker: And then, you need to log off your computer.

Answer your coworker's questions.

→ ① Coworker: How do I transfer a call?
You: Put the caller on hold.
→ ② Coworker: What should I do before I leave?
You: Ask your supervisor if you can leave.
→ ③ Coworker: What should I do in the morning?
You: Go to the factory, sign in at the security gate, and speak with the shift leader.

Expansion opti
Show your client how to use the phrase "Whatever you do (don't) ... to call attention to extremely important directions. For example, "First, sharpen the blade. Whatever you do, don't put your hand in there." You can use this language for things such as, paper cutters, shredders, industrial machinery, computers ("Whatever you do, don't delete the database!"), cooking, etc.

Notes:

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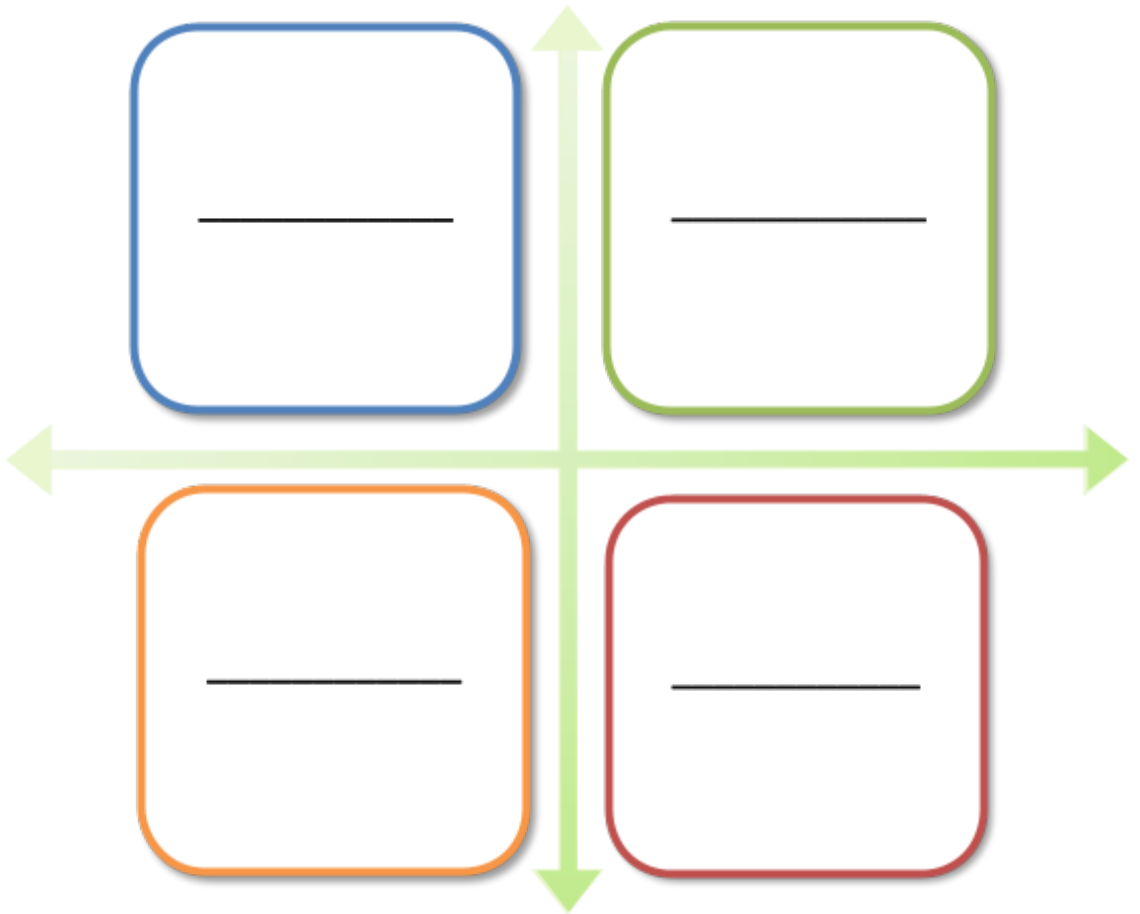
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Social Styles



Notes:

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Social Styles & Mistake Correction

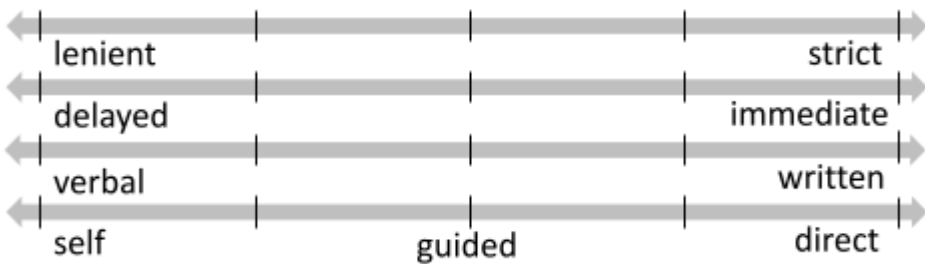
What does the client see as progress? How can you customize mistake correction?

Analytical

Progress is:



Mistake Correction:



Amiable

Progress is:



Mistake Correction:



Social Styles & Mistake Correction

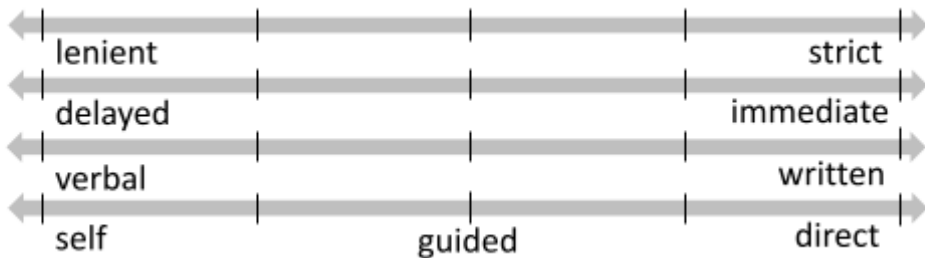
What does the client see as progress? How can you customize mistake correction?

Driving

Progress is:



Mistake Correction:

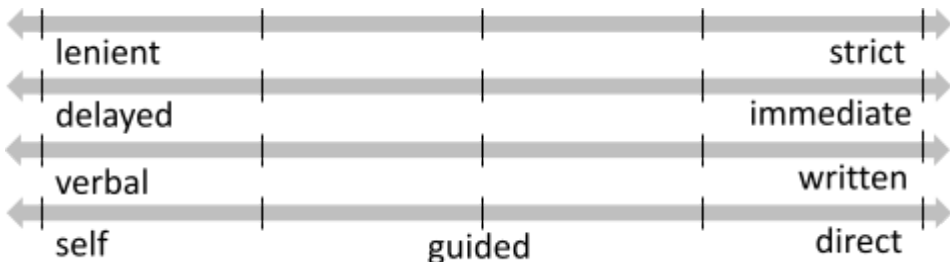


Expressive

Progress is:



Mistake Correction:



Guided Conversation *Basics*

How do you make a guided conversation productive?

► _____: What can I have the client **talk about**?

- _____
- _____
- _____

► _____: What can I have the client **do**?

- _____
- _____
- _____

Cooking



1. Do you enjoy cooking? What are your favorite meals to cook?
2. How often do you cook? How long do you usually spend preparing a meal?
3. What ingredients do you always have at home?

Guided Conversation *Basics*

Functions & Topics Activity:

4. How often do you cook? How long do you usually spend preparing a meal?

Function	Topic

New language:

5. Do you follow recipes when you cook, or do you cook from memory?

Function	Topic

New language:

6. How health conscious are you when deciding on what to cook? Do you count calories?

Function	Topic

New language:

Guided Conversation *Basics*

Functions & Topics Activity:

How would you continue the conversation with our Case Study?

7. _____?

Function	Topic

New language:

8. _____?

Function	Topic

New language:

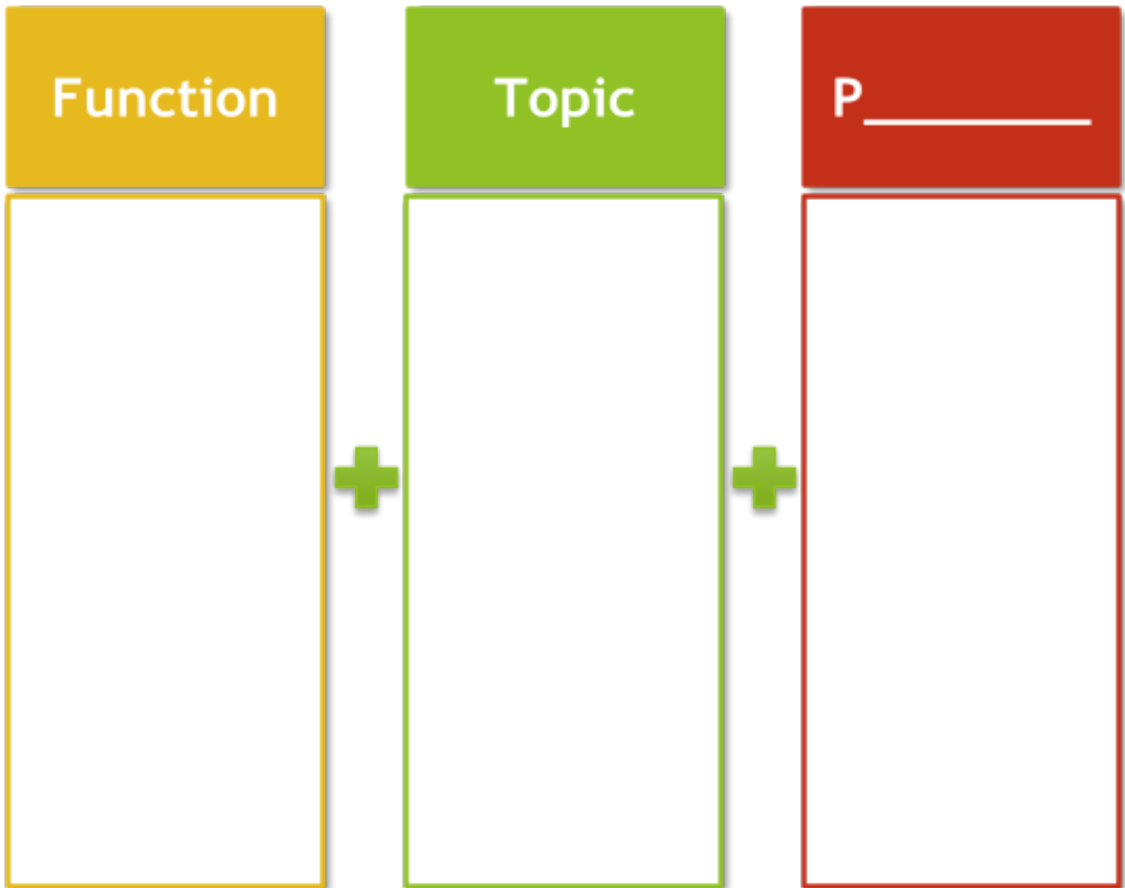
9. _____?

Function	Topic

New language:

Effective Feedback

Strengths and Areas to Improve: The Formula



Strengths

-
-

Areas to Improve

-
-



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