



**Professional Business English Training Program
Program Information for Real Meeting with a Business Person
(DINNER MEETING)**

Student's Name: Mr. Yoshifumi Nakatani

Date of Meeting: May 8, 2024

Business Person: Mr. Castor Troy Jimenez

Date Submitted: May 9, 2024

Point of Evaluation		Score	Coach's Comment/s
(1) Was student able to build rapport?		10	The student successfully established rapport by actively participating in discussions, asking knowledgeable questions, and demonstrating an honest interest.
(2) Could student form questions clearly?		10	The student showed good questioning skills, which particularly contributed to ensuring the continuation of relevant and focused discussions throughout the session. Furthermore, he did not hesitate to ask follow-up questions.
(3) Could student answer questions appropriately?		10	The student understood and answered the questions, which allowed him to ask additional questions.
(4) Was pronunciation clear enough?		9	His pronunciation was good, and the business person was able to understand him, although he could still improve his delivery of /r/ and /rl/ sounds, as well as the volume of his voice.
(5) Was voice volume audible enough?		10	The student's voice was good, which affected the clarity of his speech delivery.
(6) Fluency	Speech		
	Grammar Usage	8	The student had some grammar mistakes, including missing articles (the, a, and an) as well as employing a complex sentence structure.
	Confidence and Participation	10	The student's understanding of the topic being discussed during the session. It was evident by how he posed follow-up questions every time. He didn't hesitate to share and convey his ideas about the topic.
	Speed and Pacing	9	The student was able to give his response on time.



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	Use of Polite Expression (for asking clarification, agreeing, disagreeing, giving opinion)	10	The student demonstrates a diplomatic approach, especially if there are instances where he isn't able to express himself in English fluently and grammatically correctly. He maintained his professionalism throughout the whole session.
	Word Choice (proper conjunctions, prepositions, adjectives)	9	The student was able to use transitional terms, such as "on the other hand," when providing his feedback. However, his lack of higher level vocabulary words and use of English phrasal verbs had an effect on sentence construction, indicating that his professional language skills can be improved.
	Total	95	
Rating: 10			
10 Outstanding 9-8 Very Satisfactory 7-6 Satisfactory 5-3 Fair 2-0 Needs Improvement			

Prepared by:

Mr. Michael Parman

Coach Attendee

Noted by:

Miss Katrina Sacay

Head Teacher