



Leaving a message

伝言を残す

OBJECTIVES

To leave a message
伝言を残す

To indicate urgency
緊急であることを伝える

To express thanks
謝意を表す

EXERCISE 1

Role-play : Teacher » Simon / Student » Karen (Switch roles after you read the dialogue)
役割 (講師 » Simon / 生徒 » Karen) にあわせて文章を読みましょう! ダイアログを読んだ後は役割を交代しましょう。

Simon I'm afraid Mr. Marcusson has stepped out.

Karen **Could you give him a message for me?**

I have an update on tomorrow's meeting. **It's important that he gets it today.**

Simon Sure. I'll see him in about an hour. Go ahead.

Karen Please let him know that his presentation tomorrow needs to be shorter.

I'd like him to cut it down to 15 minutes.

Another speaker has been added to the schedule,
so everyone will have a bit less time.

Simon OK, shorten the presentation to 15 minutes. Anything else?

Karen Just be sure to ask him to call me if he has any questions.

Thanks for passing the message on, Simon.

EXERCISE 2

Fill in the blanks and read the dialogue.
空欄を埋めて、ダイアログを読みましょう!

Simon I'm _____ Mr. Marcusson has stepped _____.

Karen Could you _____ him a message for me?

I have _____ tomorrow's meeting. It's _____ it today.

Simon Sure. I'll see him in about an hour. _____.

Karen Please _____ that his presentation tomorrow needs to be shorter.

I'd like him to cut it down to 15 minutes.

Another speaker has been added to the schedule,
so everyone will have _____ time.

Simon OK, shorten the presentation to 15 minutes. _____?

Karen Just be _____ him to call me if he has any questions.

Thanks for _____ the message _____, Simon.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» When will Simon meet Mr. Marcusson?

Answer 1

- a. In 15 minutes
- b. In one hour
- c. Tomorrow morning
- d. At the end of the week

Question 2

» Why has the presentation schedule changed?

Answer 2

- a. One presenter is unable to attend.
- b. An additional person will speak.
- c. The meeting will end early.
- d. Karen has decided not to participate.

EXERCISE 3

Practice speaking using the following scenarios.
それぞれの状況に沿って、スピーキングを練習しましょう!

Talk 1

You are going to be ten minutes late for a meeting with Mr. Perry.
Call his office and leave a message
with the person who answers the telephone (your teacher).

Talk 2

Leave a message for your supplier, Mrs. McGregor.
Give your name, company, and telephone number.
Ask her to call you back. Explain that it's urgent.

Talk 3

You need to leave a message for a member of your family.
Ask him or her to buy some milk at the store on the way home.
Express thanks to the message taker (your teacher)

WORDS & PHRASES | 単・熟語表現の紹介

- » give someone a message / ~にメッセージを伝える » have an update on / ~についての最新情報 (続報) がある
 » go ahead / さあどうぞ » cut something down / ~を短くする、減らす » a bit / 少し
 » be sure to do / 必ず~してください » pass on / 伝える » note down / 書き留める

HOMEWORK

Writing 1

Your colleague, Jane Romero, will give a presentation at your office tomorrow morning.
The schedule has changed, and her presentation will start at 10:00 instead of 9:00.
Write a note to her and update her on the schedule change.

Writing 2

A new speaker, Charles Wu from JVK Technologies,
has been added to the presentation schedule for tomorrow.
Write an e-mail to your boss, Hiroshi Takahashi, and let him know about this.