



Summarizing decisions

決定事項を要約する

OBJECTIVES

To summarize decisions
決定事項を要約する

To take a vote
票決する

To offer to handle a task
ある職務を引き受けようと申し出る

EXERCISE 1

Role-play : Teacher » Arnold / Student » Vanna (Switch roles after you read the dialogue)
役割 (講師 » Arnold / 生徒 » Vanna) 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。

Arnold Before we make a final decision on the moving issue,

I'd like to go over the points we've decided.

Vanna, what have we discussed so far?

Vanna We've agreed to hire another HR assistant.

The HR department will need a larger area to work in,
so we've also decided to move them to the seventh floor.

Arnold OK, let's decide how to handle the move.

I suggested hiring a moving company, but some of you disagree.

Vanna Yes, Ken and Richard think the HR staff

can move their own computers and documents on Friday afternoon.

Then, if several employees are willing to come in on Saturday

to move the desks and file cabinets, the move will be finished in a few hours.

I agree, actually.

Arnold **Let's take a vote.**

All those in favor of hiring a moving company? All those against?

OK, two people in favor, six against.

Looks like we'll be doing the work ourselves. Who's going to organize this?

Vanna **I'll be in charge of coordinating the move.**

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!

Arnold Before we make a _____ on the moving issue,
I'd like to go over the points we've decided.
Vanna, what have we _____ so far?

Vanna We've _____ to hire another HR assistant.
The HR department will need a larger area to work in,
so we've _____ decided to move them to the seventh floor.

Arnold OK, let's decide how to _____ the move.
I _____ hiring a moving company, but some of you _____.

Vanna Yes, Ken and Richard think the HR staff
can move their _____ computers and documents on Friday afternoon.
Then, if _____ employees are willing to come in on Saturday
to move the desks and file cabinets, the move will be _____ in a few hours.
I agree, _____.

Arnold Let's take a _____.
All those in favor of _____ a moving company? All those against?
OK, two people in favor, six against.
Looks like we'll be doing the work ourselves. Who's going to _____ this?

Vanna I'll be _____ coordinating the move.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» Why will the company move the HR department?

Answer 1

- a. To save on rental costs
- b. To reduce the number of staff needed
- c. To combine it with another department
- d. To provide more working space

Question 2

» What is Vanna's opinion about the move?

Answer 2

- a. It must be done immediately.
- b. It will require a moving company.
- c. It can be handled by employees.
- d. It is unnecessary.

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 in a meeting with your sales team.
You've discussed several issues.
Suggest that you summarize the decisions you've made so far.

Talk 2

You are in a meeting with the HR department.
You are discussing whether to hire a new assistant.
Not everyone agrees, so suggest a vote.

Talk 3

You are finishing a meeting with the HR department.
You need to decide who will organize a training session.
Offer to handle this task.

WORDS & PHRASES | 単・熟語表現の紹介

» go over / 確認する、熟考する » so far / これまで » hire / 雇用する » actually / 実は » take a vote / 票決する
» in favor of ~ / ~に賛成だ » against ~ / ~に反対だ » be willing to do / 喜んで~する

HOMEWORK

Writing 1

Your company has made some changes to its schedule.
The sales department will start work from 9:00 AM,
while other departments will work from 9:30 AM to 6:30 PM.
Write a memo summarizing the changes.

Writing 2

Your company needs to hire two more salespeople.
Write an e-mail to your manager and offer to lead the hiring process.