



Inviting meeting participants

会議参加者に案内する

OBJECTIVES

- ⋮ To check schedule availability ⋮ To explain a meeting's purpose ⋮ To specify follow-up communication ⋮
- 都合をきく 会議の目的を説明する 適切なフォローアップをする

EXERCISE 1

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

Robert Hi Mia, it's Robert speaking.

I was wondering if you're free on Friday morning for a meeting.

Mia Sure, I don't have anything urgent scheduled that day.
What did you have in mind?

Robert **I'd like to discuss the advertising budget** for next year.
We went over budget this year,
and I want to make sure that it doesn't happen again.

Mia In that case, maybe Kevin from the accounting department should join us.
He usually has helpful suggestions about budget planning.

Robert Good idea. I have to leave the office now to visit a client, though.
Could you call Kevin for me and ask what time he's available on Friday?
Then, let me know by e-mail what time we can all meet.

Mia OK. You'll hear from me soon, then.

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!

Robert Hi Mia, it's Robert speaking.

I was wondering _____ on Friday morning for a meeting.

Mia Sure, I don't have anything _____ scheduled that day.

What did you have _____?

Robert I'd like to discuss the advertising budget for next year.

We went over budget this year,
and I want _____ that it doesn't happen again.

Mia In that case, maybe Kevin from the accounting department _____.

He usually has helpful suggestions about budget planning.

Robert Good idea. I have to _____ the office now to _____ a client, though.

Could you call Kevin _____ and ask what time he's _____ on Friday?

Then, _____ by e-mail what time we can all meet.

Mia OK. You'll _____ soon, then.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is the topic of the meeting?

Answer 1

- a. Accounting policies
- b. Advertising expenses
- c. Schedule changes
- d. Strategic planning

Question 2

» What does Mia suggest?

Answer 2

- a. Changing the meeting time
- b. Hiring a new accountant
- c. Inviting another person
- d. Increasing the budget

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 need to meet Doreen (your teacher) to talk about a presentation.
Check if she is available tomorrow afternoon.

Talk 2

Call your bank representative (your teacher) to schedule a meeting.
You want to discuss borrowing some money.

Talk 3

Your friend asks you to play golf on Saturday.
Ask if it is okay to call him back after checking your schedule for the weekend.

WORDS & PHRASES | 単・熟語表現の紹介

» I was wondering if ~ / ~だといいのですが » free / スケジュールが空いている

» have something in mind / 何か考えがある » discuss / 話し合う » go over budget / 予算オーバーになる

» in that case / そういう場合なら » join / 参加する、加わる » let ~ know / ~に知らせる

HOMEWORK

Writing 1

Write an e-mail to a coworker.
Check if she is free for a meeting on Wednesday at 2:00 PM.

Writing 2

Write an e-mail to a client.
You want to schedule a telephone meeting to discuss a new product.