



Opening a meeting / Introducing yourself to other participants

会議を始める / 他の参加者に自己紹介する

OBJECTIVES

To open a meeting

会議を始める

To make a polite suggestion

丁寧に示唆する

To explain your responsibilities

責任範囲について説明する

EXERCISE 1

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

Karen Now that we're all here, **why don't we get started?**
As you know, we're here to discuss improving our company's Web site.
We have hired Intrepid Design to upgrade the site.
With us today is Alan Harris from Intrepid Design,
along with a couple of his team members, Lucy and Charles.

Alan Good morning.

Karen Alan, do you know everyone here already?

Alan No, there are a few people I haven't met before.
Perhaps we could all introduce ourselves first.

Karen Good idea. I'll start us off.
I'm Karen Talbot, the communications manager here at Nevada Instruments.
I'm responsible for all communications with the public,
including the Web site's content. Alan, how about you?

Alan For those who don't know me, I'm the creative director for Intrepid Design.
I supervise the work of our graphic design team.

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!

Karen Now that we're all here, why don't we get started?
__ __ ____, we're here to discuss improving our company's Web site.
We have hired Intrepid Design to upgrade the site.
__ __ ____ is Alan Harris from Intrepid Design,
along with a couple of his team members, Lucy and Charles.

Alan Good morning.

Karen Alan, __ __ ____ everyone here already?

Alan No, there are a few people I _____ before.
Perhaps we could all introduce ourselves first.

Karen Good idea. I'll start us off.
I'm Karen Talbot, the communications manager here at Nevada Instruments.
__ _____ for all communications with the public,
including the Web site's content. Alan, how about you?

Alan For those who __ __ ____, I'm the creative director for Intrepid Design.
I supervise the work of our graphic design team.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What will be discussed at the meeting?

Answer 1

- a. Creating a new communications strategy
- b. Hiring some more employees
- c. Making changes to a Web site
- d. Upgrading some design software

Question 2

» Who is Alan Harris?

Answer 2

- a. A company president
- b. A creative director
- c. A graphic designer
- d. A communications manager

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 have invited some colleagues to a meeting to review options for a marketing campaign.
Start the meeting and explain its purpose.

Talk 2

You are at a meeting that is taking longer than scheduled.
Politely suggest scheduling another meeting so that the discussion can be continued later.

Talk 3

You are attending a meeting at a new client's office.
Introduce yourself to the other people at the meeting.
Use your real name, title, and responsibilities.

WORDS & PHRASES | 単・熟語表現の紹介

- » upgrade / 改良する » a couple of / 二人の、二つの » a few / いくつかの » start ~ off / ~を始める
» be responsible for ~ / ~の担当である、~について責任がある » the public / 社会、世の中
» including ~ / ~を含んでいる » supervise / 監修する、管轄する

HOMEWORK

Writing 1

A new colleague, Derek, has started working at your company.
Write an e-mail to him to introduce yourself and explain your responsibilities.

Writing 2

Your colleague Amy sent an e-mail asking you to meet her on Thursday.
You are busy on Thursday.
Reply to her e-mail and politely suggest meeting on Friday instead.