



Asking for clarification

分かりやすく説明してくれるように頼む

OBJECTIVES

To change the topic
議題を変える

To ask for clarification
分かりやすく説明してくれるように頼む

To check your understanding
自分が理解できているか確認する

EXERCISE 1

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

Patricia If there are no more questions about the previous issue,
let's move on to the next item on the agenda,
which is our yearly research conference.
Alex, could you give us an update on that?

Alex Like every year, the conference will be held over two days
at the start of September, with workshops, presentations,
and opportunities for networking.
This year we've had to move it to a new venue.
We're using the Plaza Hotel, which can accommodate up to 300 people.

Patricia **Are you saying that more people will be attending** this year?

Alex Yes. The conference has gradually become more popular each year.
And this year, we sent out invitations to a larger number of people.

Patricia **Does that mean it will cost more** to run it this year?

Alex That's right. The budget is 50 percent higher than last year.

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!

Patricia If there are no more questions about the previous issue,
_____ to the next item on the agenda,
which is our yearly research conference.
Alex, could you give us an update _____?

Alex Like _____, the conference will be held over two days
at the start of September, with workshops, presentations,
and _____ for networking.
This year we've _____ move it to a new venue.
We're using the Plaza Hotel, which can accommodate up to 300 people.

Patricia Are you saying that more people will be _____ this year?

Alex Yes. The conference has _____ become more popular each year.
And this year, we sent out _____ to a larger number of people.

Patricia Does that mean it will cost more to _____ this year?

Alex That's right. The budget is 50 percent _____ last year.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What will be different about this year's conference?

Answer 1

- a. The location
- b. The date
- c. The format
- d. The length

Question 2

» Why will there be more people
at this year's conference?

Answer 2

- a. The price was reduced by 50%.
- b. More money was spent on advertising.
- c. There will be a talk by a popular speaker.
- d. More people were invited.

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 leading a meeting. You have finished talking about the previous topic, updating a web site.

Introduce the next topic, hiring a new employee.

Talk 2

You are waiting for a report from your colleague Debbie.

She calls to say she needs more time to finish it.

Ask her whether or not she will miss the deadline for the report.

Talk 3

Your colleague John tells you he is going to a training course tomorrow.

Check whether or not he will be out of the office for the whole day.

WORDS & PHRASES | 単・熟語表現の紹介

» agenda / アジェンダ、議題一覧 » yearly / 例年の、毎年恒例の » conference / カンファレンス、大規模な会議

» hold ~ / (イベントなどを) 催す » venue / 会場 » accommodate / 収容する » gradually / 徐々に

» mean ~ / ~ということだ

HOMEWORK

Writing 1

Your colleague, Dan, says he is too busy to meet with you on Monday morning.

He wants to reschedule your meeting for some other day.

Write an e-mail to him and ask him to clarify whether or not he is available

at any other time on Monday.

Writing 2

You need to write an e-mail to your boss.

She has looked at an invitation letter you wrote and said there were no problems with it.

Check if it is okay to print and mail the letter today.