



## Interrupting politely

失礼がないように遮る

### OBJECTIVES

To interrupt politely  
失礼がないように遮る

To introduce a discussion point  
議題を伝える

To suggest an action  
行動に移すことを示唆する

## EXERCISE 1

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

Natalie Let's move on to today's final item,  
which is scheduling our next management meeting.  
Is everyone —

Frank **Sorry to interrupt, Natalie, but there was another issue I wanted to discuss today.**  
Do we have time before the end of the meeting?

Natalie Sure, Frank. Let's deal with that first,  
then we'll decide when to hold the next meeting.  
What did you want to talk about?

Frank **I'd like to address the issue of office supplies.**  
It's come to my attention that some staff have been buying supplies  
without completing a purchase form first.  
A form must be submitted to the accounting department for every purchase,  
no matter how small.

Natalie Actually, accounting mentioned that issue to me as well.  
**How about sending out a memo to remind all staff of the correct procedure?**

Frank No problem. I'll take care of that by the end of the day.

**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!

Natalie \_\_\_\_\_ to today's final item,  
which is scheduling our next management meeting.  
Is everyone —

Frank Sorry to interrupt, Natalie, but there was \_\_\_\_\_ I wanted to discuss today.  
Do we have time before the end of the meeting?

Natalie Sure, Frank. Let's deal with that first,  
then we'll decide when \_\_\_\_\_ the next meeting.  
What did you want to talk about?

Frank \_\_\_\_\_ address the issue of office supplies.  
It's come to my attention that some staff have been buying supplies  
without completing a purchase form first.  
A form must be submitted to the accounting department \_\_\_\_\_ purchase,  
no matter how small.

Natalie Actually, accounting mentioned that issue to me \_\_\_\_\_.  
How about sending out a memo to remind all staff of the correct procedure?

Frank No problem. I'll take care of that \_\_\_\_\_ of the day.

**FOLLOW UP QUESTIONS** | 関連情報

Question 1

» What problem does Frank mention?

Answer 1

- a. Some office supplies are missing.
- b. The meeting is taking too long.
- c. Employees are not following procedures.
- d. Staff are spending too much money.

Question 2

» What will Frank do later today?

Answer 2

- a. Buy some supplies
- b. Send a memo
- c. Fill out a form
- d. Attend another meeting

## 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 at a meeting led by John Bolton (your teacher).  
He is starting to discuss the first item on the agenda.  
Interrupt and tell him you did not receive a copy of the agenda.

### Talk 2

You are at a budget planning meeting.  
Your department needs to buy some new computers.  
You want to discuss including the computers in next year's budget.

### Talk 3

You need to visit a client's office this afternoon with a colleague, Jackie (your teacher).  
She is worried about being late because of the traffic.  
Suggest leaving the office 30 minutes earlier than planned.

## WORDS & PHRASES | 単・熟語表現の紹介

» interrupt / 遮る    » deal with ~ / ~について対処する    » office supplies / 事務用品

» come to one's attention / ~の目に留まる    » no matter how ~ / どんなに~でも    » remind / 気付かせる

» take care of ~ / ~を引き受ける    » excuse me / すみませんが

## HOMEWORK

### Writing 1

Your manager, Mr. Wilson, sent an e-mail confirming the time of a meeting.  
He asked if there is anything that should be added to the agenda.  
Write a reply saying that you would like to discuss the issue of energy cost reduction.

### Writing 2

Your colleague, Mike, sent an e-mail inviting you to a meeting about a research project.  
Write a reply to him suggesting that he also invite your colleague Jasmine,  
since she is working on the same project.