



Controlling the timing

時期を調整する

OBJECTIVES

To push for a quick decision
迅速な決定を迫る

To delay a response
回答を先延ばしにする

To ask for a general estimate
おおよその見積もりを依頼する

EXERCISE 1

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

Marco CBX is pushing for a low price,
and they'll commit to ordering 200 units a month.
We need to make a decision about this right away.
Can we meet their demands for a discount?

Rena I'm worried about the size of the order.
It's a quality control issue.
We need time to set up the assembly line to increase our output.

Marco I understand that, but CBX has the potential to become our biggest client.
How soon can we deliver the first 200 units?

Rena I can't answer that right now.
Can I get back to you on that by noon tomorrow?
I need to discuss it with the plant manager.

Marco **Can you give me a rough estimate now?**
Will it take longer than six weeks to set up the assembly line?

Rena It will take at least a month, possibly two, but no longer.
I can give you a more definite answer tomorrow.

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!

Marco CBX is _____ a low price,
and they'll commit to ordering 200 units a month.
We need to make a decision about this _____.
Can we _____ their demands for a discount?

Rena I'm _____ the size of the order.
It's a _____ issue.
We need time to set up the assembly line to _____ our output.

Marco I _____ that, but CBX has the potential to become our _____.
How soon can we deliver the first 200 units?

Rena I can't answer that _____.
Can I get back to you on that by _____?
I need to discuss it with the plant _____.

Marco Can you give me a rough _____ now?
Will it take longer than six weeks to set up the assembly line?

Rena It will take at least a month, _____ two, but no longer.
I can give you a more _____ answer tomorrow.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is being discussed?

Answer 1

- a. A demand for a discount
- b. A missing order
- c. Complaints about poor quality
- d. Some damaged machinery

Question 2

» What is the soonest that
the factory can fill the order?

Answer 2

- a. Tomorrow at noon
- b. Within two weeks
- c. One month from now
- d. Two months from now

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 about a contract proposal.
Push the participants to make a quick decision.

Talk 2

You are having a meeting with a customer (your teacher).
She is asking for a big discount.
Delay your response so you can give your answer next week.

Talk 3

One of the copy machines in your office needs repairs.
The service technician (your teacher) says it will take some time to fix.
Ask for a general estimate of how much time it will take.

WORDS & PHRASES | 単・熟語表現の紹介

- » commit to ~ / ~を確約する » right away / すぐに » meet a demand / 要求に応える » issue / 問題
» potential / 可能性 » get back to someone on ~ / 誰かに~について返事する » set up / 設定する
» at least / 少なくとも

HOMEWORK

Writing 1

Your customer, Bradford Paper Company, wants to place a large order, but they want a 15% discount. You need to talk to your manager about it. Write an e-mail to Ms. Karen Davis at Bradford Paper to ask for more time to give your answer.

Writing 2

You want to place a special order with a stationery supplier. You need 100 large envelopes with your company's name on them. Write an e-mail to Gerald Fisher at Fisher Stationery and ask for a general estimate of how soon he can deliver it.