



Introducing Participants (Small Talk)

会議参加者を紹介する (雑談)

OBJECTIVES

To greet visitors
お客様を迎える

To introduce a colleague
同僚を紹介する

To offer refreshments
飲み物を勧める

EXERCISE 1

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

Jeremy Good morning. Thanks for coming today.

I hope you didn't have any trouble finding our office.

Ashley Actually, the directions you sent us were excellent.

Traffic was terrible, but we found your office without any difficulty.

Jeremy I'm glad to hear you made it all right. Now,
why don't we start with some introductions?

I'm Jeremy Griffin, managing director here at Primal Brains,
and this is our head of research and development, Judith Lee.

Ashley It's a pleasure to meet you.

I'm Ashley Whitman, general manager at Prometheus Inc.,
and this is our creative director, Cynthia Leonard.

Jeremy Nice to meet you. Well, we have a lot to discuss this morning.

Before we get started on the agenda,
please feel free to help yourselves to the drinks in the corner.
There is tea and freshly-made coffee.

Ashley That's very kind of you, Mr. Griffin.

I would love a cup of coffee.

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!

Jeremy Good morning. Thanks for coming today.
I hope you _____ finding our office.

Ashley Actually, the directions you sent us were excellent.
_____ was terrible, but we found your office without any difficulty.

Jeremy I'm _____ you made it all right. Now,
why don't we start with some _____?
I'm Jeremy Griffin, managing director here at Primal Brains,
and this is our head of research and development, Judith Lee.

Ashley It's a pleasure to meet you.
I'm Ashley Whitman, general manager at Prometheus Inc.,
and this is our creative director, Cynthia Leonard.

Jeremy Nice to meet you. Well, we have a lot to discuss this morning.
Before we _____ on the agenda,
please _____ to _____ to the drinks in the corner.
There is tea and freshly-made coffee.

Ashley That's very kind of you, Mr. Griffin.
I would love a cup of coffee.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What problem does Ashley describe?

Answer 1

- a. The traffic was bad.
- b. She could not find the office.
- c. She could not get a taxi.
- d. There was no time to have coffee.

Question 2

» Who is the head of research and development?

Answer 2

- a. Jeremy Griffin
- b. Ashley Whitman
- c. Judith Lee
- d. Cynthia Leonard

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

A visitor, Patrick Linden (your teacher) has just arrived at your office.
Greet Patrick and express that
you hope he did not have any problem getting to your office.

Talk 2

You are a creative director at an advertising company.
You and your sales director, Erin Lake,
are meeting with the president of an electronics company (your teacher)
to discuss an advertising campaign. Introduce yourself and Erin.

Talk 3

You are about to begin a discussion with a client from another company,
Kathy Harrison (your teacher), who is visiting your office.
Offer some refreshments to her.

WORDS & PHRASES | 単・熟語表現の紹介

» directions / 案内 » traffic / 交通量 » without difficulty / 難なく » make it / 間に合う

» a pleasure to meet / 会えて嬉しい » get started on ~ / ~から始める » I would love ~ / ~を頂けるととても嬉しい

» be packed / 混雑している

HOMEWORK

Writing 1

Write an e-mail to Don Dotto, the head of research and development
at Calvin Sportswear. Introduce yourself with your real name and job.
Ask him for a meeting so you can tell him about your company.

Writing 2

Aya Suzuki, a sales person from one of your company's suppliers,
stopped by your office to leave some new product samples yesterday.
You weren't there, so you didn't meet her then.
Write an e-mail thanking her for her visit.