



Describing Roles

役割について説明する

OBJECTIVES

To explain general objectives
一般的目的を説明する

To describe a role in a meeting
会議での役割について説明する

To invite questions
質問を受け付ける

EXERCISE 1

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

Grace Thanks for coming here today.
The main purpose of this meeting is to discuss
how our companies might work together.
We think you are a strong candidate to carry our products.

Angelina Thank you, Grace. I hope by the end of this meeting
we will have a preliminary agreement to offer your clothes in our outlets.
This is our product development manager, Chris Barns.
He will be taking notes during the meeting.
He can also answer any questions about regional promotions.

Grace Great. I believe you've met Steve Getz, our head designer.
Once we get started, I'd like to ask him to say a few words
about what we hope to achieve in this market.

Angelina That would be terrific. Good to see you again, Steve.

Grace If you don't mind, I would like to run through our agenda for today.
There are a number of points to discuss.
If you have any questions, please don't hesitate to interrupt.

Angelina Great. Why don't we get started, then?

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!

Grace Thanks for coming here today.
The _____ this meeting is to discuss
how our companies _____.
We think you are a strong candidate to _____ our products.

Angelina Thank you, Grace. I hope by the end of this meeting
we will have a preliminary agreement to _____ your clothes in our _____.
This is our product development manager, Chris Barns.
He will be _____ during the meeting.
He can also answer _____ about regional promotions.

Grace Great. I _____ you've met Steve Getz, our head designer.
_____ we get started, I'd like to ask him to say a few words
about what we _____ in this market.

Angelina That would be _____. Good to see you again, Steve.

Grace _____, I would like to run through our agenda for today.
There are a number of _____.
If you have any questions, please don't hesitate to interrupt.

Angelina Great. Why don't we _____, then?

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What will Steve Getz do in the meeting?

Answer 1

- a. Talk about the company's goals
- b. Write down important points
- c. Describe past sales results
- d. Demonstrate a new product

Question 2

» What does Grace ask Angelina to do?

Answer 2

- a. Lead a tour of the shop
- b. Ask questions anytime
- c. Give a history of her company
- d. Postpone an event

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 a retail buyer for B-Fashions, a popular clothing retailer.
You are attending a negotiation meeting with a clothing manufacturer.
Introduce yourself to the other participants and describe your role.

Talk 2

Talk about your own job. Describe your roles and responsibilities to your teacher.

Talk 3

You are a hotel manager at a beach resort hotel.

Responsibilities
 oversee all staff / deal with customer complaints
 make improvements / often have to work until late at night
 communicate with the heads of housekeeping, accounting, and front desk supervisors

You hired a new receptionist (your teacher) to work at the front desk.
Explain to the new receptionist who you are, what you do and your roles.

WORDS & PHRASES | 単・熟語表現の紹介

» a strong candidate / 有力な候補 » preliminary / 仮の、予備的な » regional / 地域の

» I believe you've met ~ / すでに~はご紹介したと思いますが » say a few words / 少し意見を言う

» achieve / 掌握する、達成する » run through ~ / ~に通り目を通す » a number of / たくさんの

HOMEWORK

Writing 1

You work for a pharmaceutical company as an account manager.
You are in charge of making sure that payments are made on time in your company's account and also promoting new products.
Write an e-mail to the manager of Thomas Drug Store, one of your customers.
Introduce who you are, your position and your role.
Thank the manager for their recent payment and ask if he or she would be interested in learning about some new products that your company has recently developed.
You are available to visit the store anytime next week.

Writing 2

You are an advertising agent. You design ad campaigns.
You work in web design and you are an expert at Internet advertising.
A prospective client, Harold, the head of products from an outdoor sports apparel company sent an e-mail to your company inquiring about your services.
Send a reply to him. Describe your role to him.
Say that you think an Internet ad would be a good choice.