

## Talking about agendas and schedules

アジェンダとスケジュールについて話す

### OBJECTIVES

To refer to an agenda  
アジェンダ(議事一覧)に言及する

To describe the order of discussion points  
議題の順番を伝える

To give a time estimate  
所用時間を伝える

### EXERCISE 1

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

Diane Thanks for meeting with me today.  
I hope we can agree on  
how to move forward with installing a new computer network for your office.

Ken We're looking forward to hearing what you have to say.

Diane Well, could I ask everyone to take a look at the agenda?  
**As you can see, first I'd like to describe the process for designing the network.**  
I'll start by presenting a couple of design options.  
**Once we've agreed on that step,**  
**we can move on to pricing plans, and finally to service packages.**

Ken Actually, I'd rather talk about pricing first.  
We need to come to an agreement on that before discussing anything else.

Diane In fact, installation costs will be affected very much  
by the way we design the network.  
If you could let me start with that presentation, I think you'll see what I mean.  
**It should only take about ten minutes.**

Ken I see. That's fine by me.

## 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!

- Diane Thanks for meeting with me today.  
I hope we can agree on  
how to \_\_\_\_\_ installing a new computer network for your office.
- Ken We're \_\_\_\_\_ hearing what you have to say.
- Diane Well, \_\_\_\_\_ everyone to take a look at the agenda?  
\_\_\_\_\_, first I'd like to describe the process for designing the network.  
I'll \_\_\_\_\_ presenting a couple of design options.  
\_\_\_\_\_ we've agreed on that step,  
we can \_\_\_\_\_ pricing plans, and \_\_\_\_\_ to service packages.
- Ken \_\_\_\_\_, I'd rather talk about pricing first.  
We need to come to an agreement on that before discussing \_\_\_\_\_.
- Diane In fact, installation costs will be affected \_\_\_\_\_  
by the way we design the network.  
If you could \_\_\_\_\_ that presentation,  
I think you'll see what I mean. It should only take about ten minutes.
- Ken I see. That's \_\_\_\_\_.

## FOLLOW UP QUESTIONS | 関連情報

### Question 1

» What project are they discussing?

### Answer 1

- a. Designing a company logo
- b. Installing a computer network
- c. Building a new office
- d. Creating a Web site

### Question 2

» What does Ken suggest doing?

### Answer 2

- a. Postponing a meeting
- b. Altering the agenda
- c. Inviting some more participants
- d. Discussing prices last

## 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 meeting with a potential customer (your teacher).  
You run a temp agency and your customer needs receptionists.

You have handed out this agenda:

1. Describe service packages
2. Select staffing options
3. Negotiate the price

Refer the participants to the agenda and describe the order in which you will discuss the items.

### Talk 2

You are meeting with a potential customer (your teacher) to negotiate a contract to provide catering for his company's staff cafeteria. You need to discuss ordering procedures, delivery options, menu plans, and contract terms. Decide the order in which to discuss the items. Make an agenda for the meeting and review it with your customer.

### Talk 3

You are meeting a potential customer (your teacher) to discuss providing security guards for his company. You plan to give a five-minute presentation about the way your firm hires and trains guards, then present a few service packages. The client wants to discuss pricing first. Politely ask to start with your presentation, since it will make the service packages easier to understand.

## WORDS & PHRASES | 単・熟語表現の紹介

- » move forward with ~ / ~を進行する    » be looking forward to ~ / ~を楽しみにしている  
 » take a look at ~ / ~を見る    » a couple of / 2つの    » come to an agreement / 合意に達する  
 » be affected by ~ / ~によって変わってくる    » see what I mean / 私の言うことが分かる    » fine by me / 私は構わない

## HOMEWORK

### Writing 1

You are in charge of hiring a part-time office assistant for your department. You need to hold a meeting with your department to decide what kind of skills and experience the assistant should have, the assistant's duties, schedule, pay, and how to advertise the position. List the items in order of priority and make an agenda for this meeting.

### Writing 2

Think about the agenda you made in the first writing task. Decide how long the meeting should be and what day and time to hold it. Write an e-mail to everyone in your department and invite them to the meeting. Be sure to indicate how long you think the meeting will be.