

Clarifying and summarizing points

要点を明示し、要約する

OBJECTIVES

To clarify a point
要点を明確にする

To ask for a concession
譲歩を求める

To summarize an agreement
合意内容を要約する

EXERCISE 1

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

Chad I'd like to clarify something.
What's your cancellation policy for this weekly training course?
Can we make up a session if our employees have a schedule conflict?

Jill Yes, there's no charge to make up a session
if you cancel it at least 48 hours in advance.
In other words, to reschedule Wednesday evening's training session,
you'd need to cancel it by Monday evening at the latest.

Chad Our other training providers let us cancel on shorter notice.
Could you accept rescheduling requests if we call the day before the session?

Jill If you call us by noon the day before, that would be fine.

Chad OK, can I review the agreement so far?
We'll pay for 24 weekly training sessions.
They'll be held on Wednesday from 5:30 to 7:30 P.M. at our office,
and we can reschedule if we call your office by Tuesday at noon.

Jill That's right. Do we have a deal?

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!

Chad I'd like to clarify something.
What's your _____ for this weekly training course?
Can we make up a session if our _____ have a schedule conflict?

Jill Yes, there's no charge to make up a session
if you cancel it _____ 48 hours in advance.
_____, to reschedule Wednesday evening's training session,
you'd need to cancel it by Monday evening _____.

Chad Our other training _____ let us cancel on shorter notice.
Could you accept rescheduling requests if we call _____ the session?

Jill If you call us by noon the day before, that _____.

Chad OK, can I review the agreement so far?
We'll pay for 24 _____ training sessions.
They'll _____ Wednesday from 5:30 to 7:30 P.M. at our office,
and we can reschedule if we call your office _____ Tuesday at _____.

Jill That's right. Do we have a deal?

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What does Chad want to avoid doing?

Answer 1

- a. Attending meetings every week
- b. Asking students to travel to class
- c. Paying for canceled session
- d. Taking the train to an appointment

Question 2

» When will the sessions be held?

Answer 2

- a. Monday at noon
- b. Tuesday at noon
- c. Tuesday evening
- d. Wednesday evening

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 listening to a salesperson (your teacher) talking about his company's newest product. He says that if you place a large order, he will give you a discount. Clarify the size of the discount.

Talk 2

You are negotiating with a salesperson (your teacher) to buy some printers. The printers are \$299 each, but you are willing to pay \$750 for three (\$250 per printer). Ask the salesperson for this concession.

Talk 3

You have been negotiating with a representative (your teacher) of a company that provides training courses. You have agreed on the course length (48 sessions), the schedule (every Thursday morning 8:30-10:30), the location (your office), and the hourly rate (\$150 per hour). Summarize the agreement so far.

WORDS & PHRASES | 単・熟語表現の紹介

» policy / 方針 » schedule conflict / スケジュールが合わないこと » no charge / 無料で » in advance / 先に
» in other words / つまり » notice / お知らせ » be held / 行われる » have a deal / 契約が整う

HOMEWORK

Writing 1

You have called Hotel Palacio and made a tentative reservation to stay there next Wednesday and Thursday night. However, your plans may change. Write an e-mail to the reservations manager, Margaret Lott, and clarify the hotel's cancellation policy.

Writing 2

You are in charge of making a short training video for your company. A video director has given you a bid for the job. He says the job will take five or six hours, and he wants \$200 per hour. Write an e-mail and ask him to accept \$1000 for the work.