



## Making proposals

提案をする

### OBJECTIVES

To describe a future plan  
今後の進め方について説明する

To make a formal proposal  
正式な提案をする

To accept an offer  
提案を受け入れる

### EXERCISE 1

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

Sonia I know you need to bring down costs,  
but I'm afraid we just can't give you a lower price.  
We've been supplying fruit flavors for your yogurt products for ten years,  
and you get the best price of any of our customers.

Tony **We plan to raise production by 20% over the next five years.**  
What if we increased the size of our order? Would that help?

Sonia That wouldn't change anything.  
The problem for us is the cost of ingredients and transportation.  
They get higher every year.

Tony I understand. Can I make a suggestion?  
Our subsidiary in India produces sugar very cheaply.  
**I propose that they supply your sugar for below your current costs.**

Sonia **I can go along with that.**  
If we could lower our sugar costs by 10%, and you increase your order,  
we could offer you a 5% discount.

Tony I think that's doable.

**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!

Sonia I know you need to \_\_\_\_\_, but I'm afraid we \_\_\_\_\_ give you a lower price. We've been supplying fruit flavors for your yogurt \_\_\_\_\_ for ten years, and you get the best price of any of our \_\_\_\_\_.

Tony We plan to \_\_\_\_\_ 20% over the next five years. What if we increased the \_\_\_\_\_ of our order? Would that help?

Sonia That wouldn't change \_\_\_\_\_. The \_\_\_\_\_ us is the cost of ingredients and transportation. They get higher \_\_\_\_\_.

Tony I understand. Can I make a \_\_\_\_\_? Our subsidiary in India produces sugar \_\_\_\_\_. I propose that they supply your sugar for \_\_\_\_\_ your current costs.

Sonia I can go along with that. If we \_\_\_\_\_ our sugar costs by 10%, and you increase your order, we could offer you a 5% discount.

Tony I think that's doable.

**FOLLOW UP QUESTIONS** | 関連情報

Question 1

» What will Tony's company do?

Answer 1

- a. Expand into a new market
- b. Hire more workers
- c. Stop making yogurt
- d. Increase production

Question 2

» What does Tony offer to do for Sonia?

Answer 2

- a. Obtain a cheaper ingredient
- b. Discount the cost of fruit
- c. Accompany her to India
- d. Pay for transportation

## 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 talking to a business reporter (your teacher).  
Your company has decided to open a new branch in Singapore.  
Tell the reporter about this future plan.

### Talk 2

You are meeting with your marketing director (your teacher)  
to choose a manager for a new project.  
Make a formal proposal to appoint Janet Heller as the project manager.

### Talk 3

You are negotiating with a company that provides cleaning services for offices.  
The sales representative (your teacher) says that if you pay for each month's service  
by the tenth of the following month, he can offer a 2% discount.  
Accept this offer.

## WORDS & PHRASES | 単・熟語表現の紹介

» bring down / 下げる    » supply / 供給    » would that help / 役に立つ    » ingredient / 原材料  
» transportation / 輸送    » subsidiary / 子会社    » current / 現在の    » doable / 可能だ

## HOMEWORK

### Writing 1

To offer cheaper health insurance to employees,  
your company will begin using a new insurance company next year.  
Write a memo to all employees announcing this future plan.  
Ask them to attend a short presentation about the new insurance plan next Tuesday  
at 10:00 A.M. in Conference Room B.

### Writing 2

Your company wants to hold a year-end party at a nearby restaurant.  
You think your assistant manager, Martin Gill,  
would do a good job selecting a restaurant and organizing the party.  
Write an e-mail to Martin and propose that he should be in charge of this plan.