



## Accepting and rejecting offers

提案を受ける・断る

### OBJECTIVES

To express your bottom line  
結論について話す

To accept something tentatively  
何かについて暫定的に了承する

To reject something firmly  
何かについて堅く拒否する

### EXERCISE 1

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

Kim Our basic business software package is \$59 per user.  
If you buy 200 licenses or more, that price drops to \$40.

Chris We only have 75 employees.  
However, we have a very small budget for this purchase.  
**Here's the bottom line:** we can't pay more than \$40 per license.

Kim Maybe a subscription would be better for you.  
We would charge a flat monthly fee for up to 100 licenses.  
That way, you wouldn't have to buy more licenses  
if your company grows by a few more employees.

Chris **That could work.** How much would that be?

Kim A two-year subscription is \$200 a month.

Chris **That's completely out of the question.**  
We'd end up paying even more!

**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!

Kim Our basic business software package is \$59 \_\_\_\_ \_\_\_\_.  
If you buy 200 licenses \_\_ \_\_\_\_, that price drops to \$40.

Chris We \_\_\_\_ have 75 employees.  
\_\_\_\_\_, we have a very small budget for this \_\_\_\_\_.  
Here's the bottom line: we can't pay more than \$40 per license.

Kim Maybe a subscription would be better for you.  
We would charge a flat monthly fee \_\_\_\_ \_\_ \_\_ 100 licenses.  
That way, you wouldn't have to buy more licenses  
if your company grows by a few more employees.

Chris That could work. How much \_\_\_\_\_ that \_\_?

Kim A two-year subscription is \$200 a month.

Chris That's \_\_\_\_\_ out of the \_\_\_\_\_.  
We'd end up paying \_\_\_\_ \_\_\_\_!

**FOLLOW UP QUESTIONS** | 関連情報

Question 1

» What is the problem?

Answer 1

- a. The employees are late.
- b. The licenses have expired.
- c. The software is defective.
- d. The budget is limited.

Question 2

» What is the advantage of a two-year subscription?

Answer 2

- a. The monthly rate stays the same.
- b. The overall cost goes down.
- c. The first 200 licenses are free.
- d. The price includes customer service.

## 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 negotiating with a decorator (your teacher).  
You want her firm to redecorate your office lobby.  
She has agreed to your price, but she says she needs a month to do the work.  
Tell her that you want the work to be finished within two weeks.

## Talk 2

You are meeting with a project team in your company's marketing department.  
They are doing market research. You want them to finish their report by  
Wednesday afternoon. The project leader (your teacher) suggests submitting  
the report on Thursday by lunchtime. Accept this suggestion tentatively.

## Talk 3

You need to write a sales report. It was due this morning,  
but you are still waiting for some data from your colleague (your teacher).  
He says he can give you the data by tomorrow afternoon.  
Reject this suggestion firmly.

## WORDS &amp; PHRASES | 単・熟語表現の紹介

» license / ライセンス    » drop to ~ / ~に下がる    » however / しかし    » budget / 予算

» subscription / 会員契約、定期購読    » flat / 定額    » end up doing / 結局~することになる    » even / さらに(比較級を強める)

## HOMEWORK

## Writing 1

You have asked Pilar Sanchez, a translator, to write a Spanish version  
of your company brochure. She has quoted a very reasonable price,  
but wants until the end of the month for the finished work.  
It's important to you to have it in two weeks, and you're willing to pay 5% more  
for quicker work. Write an e-mail to her to express this bottom line.

## Writing 2

Your assistant, Joey is arranging your schedule for tomorrow.  
He has scheduled a meeting at your customer's office downtown at 9:00 A.M.,  
then another meeting on the other side of town at 10:30.  
Write an e-mail to Joey and reject this schedule firmly.  
Ask him to reschedule the second meeting for the afternoon.