

- To express a concern 懸念を表す
- To refuse politely 丁寧に断る
- To suggest a compromise 妥協を示唆する

Exercise 1

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

Wendy	Hi Michael, it's Wendy at Porter Kitchen Appliances. I'm calling back to see if you've made a decision on our offer?
Michael	Hi Wendy.
	We'd certainly like to sell your refrigerators in our store.
	However, we don't have a lot of warehouse space,
	and we're worried they will take up too much room.
	Would you be able to partly cover any extra storage costs?
Wendy	I'm afraid that won't be possible.
	We've already offered you a significant discount on the price.
	We can't pay for storage on top of that.
Michael	Hmm. Could you still give us 20% off if we bought 25 units instead of 50?
	If you're willing to reduce the quantity, then we'll be able to place the order.
Wendy	Usually, I wouldn't give that discount for such a small order,
	but I'll make an exception this time.
Michael	Great. I really appreciate your flexibility.

BUSINESS DAY-29 Level III Langricl Fill in the blanks and read the dialogue. EXERCISE 2空欄を埋めて、ダイアログを読みましょう! Wendy Hi Michael, it's Wendy at Porter Kitchen Appliances. I'm calling back to see if you've _____ on our offer? Michael Hi Wendy. We'd certainly like to sell your refrigerators in our store. However, we don't _____ of warehouse space, and we're worried they will take up too much room. Would you be able to partly cover any extra storage costs? Wendy I'm afraid that won't be possible. offered you a significant discount on the price. We can't pay for storage on top of that. Michael Hmm. Could you still give us 20% off if we bought 25 units _____ 50? If you're willing to reduce the quantity, then we'll be able to place the order. Usually, I wouldn't give that discount for _____ order, Wendy but I'll make an exception this time.

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Michael Great. _ ____ appreciate your flexibility.

FOLLOW UP QUESTIONS | 関連情報

Question 1	Answer 1
» What does Michael ask Wendy to do?	a. Give him a bigger discount
	b. Pay some storage costs
	c. Reduce the delivery fees
	d. Find a larger warehouse
Question 2	Answer 2
» How many units does Michael finally order?	a. 15
	b. 20
	c. 25
	d. 50

Level III **** BUSINESS DAY-29 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 work for a translation company. A client (your teacher) has asked you to translate a very long document by Monday. He is willing to pay a high rate, but you are worried that you cannot meet the deadline. Express your concern.
Talk 2	You work for a catering company. You are negotiating with a client (your teacher). You previously agreed to cater an event with 20 people for \$500. She now wants to serve 25 people for the same price. Politely refuse the offer and suggest a fee of \$550 instead.
Talk 3	You manage a restaurant. You want to hire a contractor (your teacher) to repaint it. You have offered him \$300 to do the work in two days. He wants \$400 to do it in three days. Suggest a compromise of \$400 and two days.

WORDS & PHRASES | 単・熟語表現の紹介

» certainly / 本当に » warehouse / 倉庫 » worried / 懸念している » take up room / 場所をとる
» on top of ~ / ~に加えて » off / 値引きして » quantity / 量 » make an exception / 例外措置をとる

Homework

Writing 1	You have asked your colleague Steve to write a sales presentation. He replies to say that he is busy and suggests that Emma write it instead. You are worried that she does not have enough experience. Write a reply to Steve and express your concern.
Writing 2	You have asked a hotel how much it will cost to rent a meeting room for one day. Their representative, Vicky Sheedy, has offered the room for \$300, including lunch and the use of video equipment. You would like to pay \$250 with no lunch. Write an e-mail to Vicky suggesting this compromise.

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