



## Summarizing Results

結果を要約する

### OBJECTIVES

To summarize key points  
重要ポイントを要約する

To check for additional points  
補足事項を確認する

To conclude the discussion  
議論を終わらせる

### EXERCISE 1

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

Ellen I think we've agreed on the key issues,  
so I'd like to go over the main points once again.

Brian Right. We'll pay you \$50,000 to run a survey comparing our supermarket  
with other leading supermarkets in Seattle.  
You'll conduct 15-minute interviews with 600 people.  
You will finalize the questionnaire by March 1, finish all interviews by March 30,  
and submit a comprehensive report by April 15. Is there anything you'd like to add?

Ellen I'd just like to check what we agreed about the payment and bonus.

Brian We'll pay a 10% bonus if you're able to submit the report on time.  
We will make a single payment to your account within 30 days of receiving the report.

Ellen I think that covers everything, Brian, so shall we call it a day?

Brian Sounds good. I'll put together the contract tomorrow and fax it for your signature.

**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!

- Ellen I think we've agreed on the key issues,  
so I'd like to \_\_\_ \_\_\_ the main points once again.
- Brian Right. We'll pay you \$50,000 to \_\_\_ \_ \_\_\_ comparing our supermarket  
with other leading supermarkets in Seattle.  
You'll conduct 15-minute interviews with 600 people.  
You will finalize the questionnaire by March 1, \_\_\_\_\_ interviews by March 30,  
and submit a comprehensive report by April 15. Is there anything you'd like to add?
- Ellen \_\_\_ \_\_\_ \_\_\_ to check what we agreed about the payment and bonus.
- Brian We'll pay a 10% bonus if you're able to submit the report \_\_ \_\_\_\_.  
We will make a single payment to your account within 30 days of receiving the report.
- Ellen I think that covers everything, Brian, \_\_\_ \_\_\_ \_\_\_ call it a day?
- Brian Sounds good. I'll put together the contract tomorrow and \_\_\_ \_ for your signature.

**FOLLOW UP QUESTIONS** | 関連情報

Question 1

» When must the interviews be completed?

Answer 1

- a. March 1
- b. March 15
- c. March 30
- d. April 15

Question 2

» What does Brian plan to do tomorrow?

Answer 2

- a. Prepare a contract
- b. Sign a check
- c. Conduct an interview
- d. Read a report

## 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

Some employees are traveling to Brazil on business next month.  
You want to hire a teacher (your teacher) to give them Portuguese lessons.  
You have agreed that she will teach three lessons a week for one month at \$80/hour.  
Summarize the key points.

### Talk 2

You are the owner of an office building.  
You are negotiating with the owner of a company (your teacher) that wishes to rent one floor. You have agreed to rent it for \$3,000 a month and provide ten parking spaces. Ask if there are any additional matters to discuss.

### Talk 3

You manage a construction company.  
You are meeting with a supplier of materials (your teacher).  
He has agreed to provide what you need by Tuesday for \$2,500.  
Conclude the meeting.

## WORDS & PHRASES | 単・熟語表現の紹介

» leading / トップの    » conduct / 実施する    » questionnaire / アンケート    » comprehensive / 包括的な  
» make a payment / 支払いをする    » within ~ / ~以内に    » put together / まとめる    » signature / サイン、署名

## HOMEWORK

### Writing 1

You work for a travel agency.  
You have just finished talking to Elizabeth Stanton from Intent Marketing.  
She has agreed to design a newspaper ad for you.  
The preliminary design is to be finished by May 20 and the final ad by May 28.  
You will pay \$500. Write an e-mail summarizing the key points.

### Writing 2

You work for an event planning company.  
A client has asked how much it will cost to organize a three-hour business networking event for 50 people.  
It will be \$300 for the location, \$250 for staff, and \$200 for soft drinks and snacks.  
Ask if there are any other items the client would like to include.