

Introducing Yourself

自己紹介をする

OBJECTIVES

To describe your professional background
自分の職歴を述べる

To define the main topic
主要な議題について明示する

To express polite disagreement
丁寧に意見の相違を述べる

EXERCISE 1

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

Sarah Good morning. My name's Sarah Dunn,
and I have worked as a career planning consultant for over ten years.
In my presentation today,
I'm going to give you some tips on creating an effective résumé.
Are there any questions before I begin?

Jason Excuse me, will you be discussing cover letters as well as résumés?

Sarah Today I'm going to focus mainly on résumés.
There will be time for questions following the presentation, however.
We could talk briefly about cover letters at that point.

Jason Does that mean cover letters don't matter when you apply for a job?

Sarah I wouldn't say that. It's important to have a well-written cover letter,
so that you will make a good first impression.
But you won't be called for an interview unless
you have a strong résumé that highlights your skills, qualifications, and experience.

Jason I see. Thank you.

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!

Sarah Good morning. My name's Sarah Dunn,
and _ _ _ _ _ as a career planning consultant for over ten years.
In my presentation today,
_ _ _ _ _ to give you some tips on creating an effective résumé.
Are there any questions before I begin?

Jason _ _ _ _ _ , will you be discussing cover letters as well as résumés?

Sarah Today I'm going to focus mainly on résumés.
There will be time for questions following the presentation, however.
We could talk briefly about cover letters _ _ _ _ _ .

Jason Does that mean cover letters don't matter when you _ _ _ _ _ a job?

Sarah I wouldn't say that. It's important to have a well-written cover letter,
_ _ _ _ _ you will make a good first impression.
But you _ _ _ _ _ for an interview unless
you have a strong résumé that highlights your skills, qualifications, and experience.

Jason _ _ _ _ . Thank you.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is Sarah Dunn's area of expertise?

Answer 1

- a. Presentation skills
- b. Career planning
- c. Employee management
- d. Interview techniques

Question 2

» What does Sarah Dunn say about cover letters?

Answer 2

- a. They can create a good impression.
- b. They are not necessary.
- c. They must be sent separately.
- d. They are easy to write.

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 giving a sales presentation to a possible customer (your teacher).
Give your real name and explain that you have worked as a salesperson at Alpha Parts for five years.

Talk 2

You are going to give a presentation on the real estate market in Japan.
An audience member (your teacher) asks if you are going to talk about rent.
Define the main topic of your presentation as housing prices.

Talk 3

You are discussing a meeting to be held next Monday,
which your colleague Sam cannot attend.
Another colleague, Susan (your teacher), thinks you should change the date.
Disagree politely and explain that you can e-mail Sam an update after the meeting.

WORDS & PHRASES | 単・熟語表現の紹介

- » give ~ some tips / コツを~に伝授する » effective / 効果的な » résumé / 履歴書 » not matter / 重要でない
» first impression / 第一印象 » unless ~ / ~しない限り » qualifications / 資格
» CV (curriculum vitae) / 履歴書、職務経歴書

HOMEWORK

Writing 1

You are applying for a job as a graphic designer.
Write a short cover letter and explain that you worked as a graphic designer at Silver Advertising for six years.

Writing 2

You are preparing a presentation on sales results in Europe.
Send an e-mail to your colleague Jack.
Explain that the main topic of your presentation is Europe and ask him for this year's sales results.