

## Highlighting Key Points

重要ポイントを強調する

### OBJECTIVES

- |   |  |   |
|---|--|---|
| <p>⋮ To indicate a required action<br/>⋮ 取るべき行動について指示する</p> | <p>⋮ To highlight an important point<br/>⋮ 重要な点を強調する</p> | <p>⋮ To explain why a point is important<br/>⋮ 重要な理由を説明する</p> |
|---|--|---|

### EXERCISE 1

Read the following article aloud.

次の記事を声に出して読みましょう。

Kate Hello everyone. I'm Kate Jensen, health and safety manager, and I'm here today to talk about some lab safety regulations. There have recently been several incidents here at Alvaro Corporation in which regulations were ignored. No one was harmed, but in order to avoid future accidents, **it's essential that we follow the rules.**

First, let's take a look at regulations relating to visitors.

**Most importantly, please note that visitors cannot enter the lab without a pass.**

A pass may be obtained at reception when entering the building.

Furthermore, lab visitors must wear protective clothing and be accompanied by an employee at all times.

**This is important because visitors could injure themselves or others if they are not supervised.**

Now, unless there are any questions about that, let's move on to the next point.

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!

Kate Hello everyone. I'm Kate Jensen, health and safety manager, and \_\_\_\_\_ to talk about some lab safety regulations. There have recently been several incidents \_\_\_\_\_ Alvaro Corporation in which regulations were ignored. No one was harmed, but \_\_\_\_\_ avoid future accidents, it's essential that we follow the rules.

First, \_\_\_\_\_ a look at regulations relating to visitors. Most importantly, please note that visitors cannot enter the lab without a pass. A pass may \_\_\_\_\_ at reception when entering the building.

Furthermore, lab visitors must wear protective clothing and be accompanied by an employee \_\_\_\_\_.

This is important because visitors could injure themselves or others if they are not supervised.

Now, unless there are any questions about that, let's \_\_\_\_\_ the next point.

## FOLLOW UP QUESTIONS | 関連情報

## Question 1

» What happened recently at Alvaro Corporation?

## Answer 1

- a. Equipment was damaged in an accident.
- b. A visitor was injured in the lab.
- c. New regulations were created.
- d. Some rules were not followed.

## Question 2

» Where can a visitor pass be obtained?

## Answer 2

- a. Inside the laboratory
- b. From the speaker
- c. At reception
- d. From the safety department

## 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 the president of CTX Inc.  
You are giving a presentation to the company's managers (your teacher) about travel expenses. The information must be passed on to all employees. Indicate to the managers that they are required to share the information.

### Talk 2

You are a sales representative for an insurance company.  
You are giving a sales presentation to a client (your teacher).  
Your company's insurance plan has various benefits.  
The most important is that the rates are lower than other companies.  
Highlight this key point.

### Talk 3

You are training a group of new employees (your teacher).  
They have to fill out some forms with banking information.  
The forms must be completed today so they will receive their first paycheck on time.  
Explain why completing the forms is important.

## WORDS & PHRASES | 単・熟語表現の紹介

» incident / 事故    » ignore / 無視する    » harm / 危害を加える    » follow the rules / ルールに従う    » injure / 負傷させる  
» please note that ~ / ~ということに注意してください    » furthermore / さらに    » accompany / 付き添う、同席する

## HOMEWORK

### Writing 1

You are an account manager for an advertising agency.  
Your company is designing an ad for a client. The deadline was Tuesday, but the client has just asked you to finish it a day earlier. Send an e-mail to the designer, Alison, indicating that the design must be submitted by Monday.

### Writing 2

You work for a consulting firm. You have organized a meeting with some colleagues on Thursday at 10:00 and sent them an agenda.  
However, you have made some changes to the agenda.  
The key point is that the meeting will now start at 10:30, not 10:00.  
Write an e-mail explaining the changes and highlight the key point.