



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!

Linnet OK, now I'd like to move on to my next topic, costs.  
This graph shows our total expenses.  
The \_\_\_\_\_ lines show our spending by category.  
The thick black line at the top shows our total costs.

\_\_\_\_\_ that spending in some categories is decreasing.  
On travel, for example, our expenses have gone down 20% \_\_\_\_\_ 18 months.  
However, notice that IT costs have risen.  
\_\_\_\_\_ January and September, the cost of computer hardware, software,  
and training has increased by over 40%.  
\_\_\_\_\_ other categories are up as well.  
In fact, total costs are increasing, even though we've cut costs in many categories.  
\_\_\_\_\_, I don't believe we can reduce costs any more.  
We have cut everything that we can.  
  
So, it's clear that we need to \_\_\_\_\_,  
or we won't make a profit this year.

## FOLLOW UP QUESTIONS | 関連情報

## Question 1

» What is the speaker reporting?

## Answer 1

- a. Travel expenses are going up.
- b. The number of categories is decreasing.
- c. IT costs are going down.
- d. Total costs are increasing.

## Question 2

» What does the speaker recommend?

## Answer 2

- a. Changing the computer hardware
- b. Improving revenues
- c. Replacing the parts
- d. Traveling abroad

## 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 presenting your company's stock price.  
The graph on your slide shows the stock price for the past five years.  
Introduce the graph to your audience (your teacher).

### Talk 2

You are presenting your plan to sell homemade soap online.  
Your slide shows the amount of soap you expect to sell  
(first year = 4,000 units; second year = 10,000 units).  
Introduce the graph and highlight this data to your audience (your teacher).

### Talk 3

You are presenting the weather forecast using a simple chart.  
Temperatures are expected to decrease (20°C on Wednesday; 12°C on Friday.)  
Draw a conclusion for your audience (your teacher).  
Explain the need for winter clothes.

## WORDS & PHRASES | 単・熟語表現の紹介

» move on to ~ / ~に移る    » by category / カテゴリー別に    » decrease / 減少する    » cut costs / 経費を削減する  
» clear / 明白な    » make a profit / 利益を上げる    » bar chart / 棒グラフ    » pie chart / 円グラフ

## HOMEWORK

### Writing 1

Your boss, Simon, asked you to report on your expenses this month.  
Write an e-mail to send him the information.  
You've attached a pie chart showing your expenses by category.  
Introduce the chart in your e-mail.

### Writing 2

Your company has increased the number of products (office chairs) that it offers.  
Write an e-mail to your customer. Attach a graph showing the number of chair types available each month for the past 12 months (twenty one year ago; eighty now).  
Highlight the data in your e-mail and draw a conclusion (our selection is improving).