

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!

Joanna So, that brings me to the end of my _____ of Bradley Clothing.
I hope you _____ I love working for Bradley, and why I think you _____, too.
Let me just _____ my main points.

First, Bradley Clothing is a _____.
We have more than 2,000 retail _____ all around the world,
and we're planning to open _____ thousand in the next ten years.
Second, Bradley Clothing is _____ social and environmental responsibility.
_____ we do business,
we make sure that working _____ at our suppliers meet our _____,
and we support local efforts to _____ the environment.

Finally, let me _____ one key point.
At Bradley Clothing, we believe in rewarding loyalty _____.
If you're _____ about _____ a career in clothing _____,
you will find plenty of _____ for promotion
and _____ growth at Bradley.
Thanks for listening.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is the purpose of this presentation?

Answer 1

- a. To recruit workers for a company
- b. To attract investment in a business
- c. To promote a new retail shop
- d. To introduce a line of clothing

Question 2

» What does the speaker say is
one of the company's priorities?

Answer 2

- a. Increasing the number of its suppliers
- b. Encouraging environmental protection
- c. Finding a new top manager
- d. Winning awards for innovation

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 presentation to potential investors in your company, Quick Cut Inc. Your talk has covered the following points.

- Quick Cut: fastest-growing discount hair salon chain in the country
- will open 100 more locations in the next two years
- Quick Cut service: great haircuts, quick service, and low prices
- no reservations necessary, customers never wait more than 10 minutes
- (Key point) Quick Cut franchises: very profitable
- the company will increase earnings by \$10 million over the next five years

Signal the end of your presentation and summarize these points.

Talk 2

You are giving a talk to your sales staff. You have focused on three main points.

- Your competitors are offering very low prices, so your sales staff should work harder to provide better service.
- Your competitors are spending a lot of money on advertising, so your sales staff need to compete by calling and meeting lots of potential customers
- Most important, sales people need to cooperate to make sales. Teamwork and cooperation will help your company make sales.

Finish your talk and summarize these points.

WORDS & PHRASES | 単・熟語表現の紹介

» retail outlet / 小売店 » be committed to ~ / ~に努力する、専心する » wherever / どこであろうとも » local / 地域の
» working conditions / 労働条件 » meet a standard / 基準を満たす » loyalty / 忠誠 » plenty of / たくさんの

HOMEWORK

Writing 1

You are writing an e-mail to your supervisor to report on the results of a staff meeting. In the meeting, you decided on the following

1. Introduce flexible work schedules for all staff
2. Hire a part-time office assistant
3. Set a target of cutting 5% from each department's budget

Summarize these results.

Writing 2

You are sending a cost estimate for office cleaning services to a potential customer, Gordon Little from Little Consulting.

Write a letter to include with the estimate and emphasize the following

1. Your company's rates are very competitive with rival companies' rates
2. Your cleaning employees provide better service than your competitors, because they are paid fairly and so they work hard.
3. Most importantly, if a client cancels the contract within two months, your company will refund up to 10% of the client's payments.