



Setting an Appointment

面接などの約束をする

OBJECTIVES

- To express interest in a meeting
面接に関心を示す
- To indicate your availability
自分の都合を伝える
- To ask for a preferred meeting time
都合のいい面接時刻を尋ねる

EXERCISE 1

Read the following article aloud.
次の記事を声に出して読みましょう。

To : Olivia Barker
From : Ryan Shaw
Subject : Interview
Date : July 16

Dear Olivia,

Thank you for applying to our ad regarding the opening at our clothing company.

We have reviewed your CV and, given your credentials and interest in the fashion business, we have shortlisted you as a strong candidate.

I would like to meet with you at our office to further discuss the accountant position.

If possible, I would like to conduct the interview next week.

I will be available from Monday to Thursday at any time except Tuesday afternoon.

On Friday, I will be out all day. At your earliest convenience, please let me know what day and time would be best for you.

Our office is located at 784 Winton Street, Suite 301. Please also bring two letters of reference to the interview.

If you have any further questions, feel free to call me at 555-628-9973.

Best regards,
Ryan Shaw
Personnel Manager
Vitalis Fashion

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!

To : Olivia Barker
From : Ryan Shaw
Subject : Interview
Date : July 16

Dear Olivia,

Thank you for _____ to our ad _____
the opening at our clothing company.

We have reviewed your CV and, given your credentials
and _____ the fashion business, we have shortlisted you as a strong candidate.
I would like to meet with you at our office to _____
the accountant position.

If possible, I would like to conduct the interview next week.
_____ available from Monday to Thursday at any time except Tuesday afternoon.
On Friday, I will be out all day. At your earliest convenience,
please let me know what day and time _____ for you.

Our office is _____ at 784 Winton Street,
Suite 301. _____ bring two letters of reference to the interview.
If you have any _____ questions,
_____ call me at 555-628-9973.

Best regards,
Ryan Shaw
Personnel Manager
Vitalis Fashion

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What job did Olivia apply for?

Answer 1

- a. Accountant
- b. Fashion designer
- c. Personnel manager
- d. Clothing salesperson

Question 2

» When is Ryan unavailable next week?

Answer 2

- a. Monday morning
- b. Tuesday afternoon
- c. Wednesday morning
- d. Thursday afternoon

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 work for a marketing agency. You are creating an advertising campaign for a client. The client has called you to ask for some changes, and you are concerned that they will make it difficult to meet the deadline. Tell the client (your teacher) that you would like to set up a meeting at her office.

Talk 2

Your colleague Dan (your teacher) wants to schedule a meeting next week and would like to know when you are free. You will be busy on Monday morning but are available at any other time. Indicate your availability to Dan.

Talk 3

You are a sales representative. Your company has released some new products, and you would like to present them to a customer (your teacher). You have called the customer to set up an appointment. Ask him for his preferred date and time.

WORDS & PHRASES | 単・熟語表現の紹介

- » given ~ / ~を前提として » credentials / 資格 » shortlist / 選別 (最終) 候補者名簿 » accountant / 経理担当者
» position / 職 » out / 外出している » at your earliest convenience / なるべく早く
» letter of reference / 人物証明書、推薦状

HOMEWORK

Writing 1

You are a journalist researching an article about local restaurants. You would like to interview Tracy Spearing, the owner of a successful restaurant. Write an e-mail saying that you would like to meet her at her restaurant.

Writing 2

You are the owner of a manufacturing company. You have recently negotiated an agreement to supply parts for a new client. Before signing the agreement, you want to review the contract with your lawyer, Fiona Sharp. You want to meet her this week, but you are busy on Wednesday. Write an e-mail to her explaining your availability.