



Making an invitation

案内する

OBJECTIVES

- ⋮ To invite someone to a meeting ⋮ To suggest a meeting time ⋮ To ask about a convenient date, time or place ⋮
- ⋮ 誰かに会議の案内をする ⋮ 会議時刻を示唆する ⋮ 都合のいい日時・場所について尋ねる ⋮

EXERCISE 1 Read the following article aloud. 次の記事を声に出して読みましょう。

To : Maria Cranbul
From : Joshua Bentson
Subject : New Ad Campaign
Date : November 25, 2012

Dear Ms. Cranbul,

This is Joshua Bentson of Black River Coffee Products.
We collaborated last May on an ad campaign
for one of our special dark coffee blends.

I'm writing to you today because my company is interested in working
with you again on a marketing campaign for a new line of instant coffees.

I was wondering if you would be available to come in to our office sometime
next week to talk over some preliminary details.

How does Tuesday, December 4th at 2:00 P.M. sound?

If that day isn't convenient for you,

please let me know what day and time would be good for you.

My weekly schedule is pretty flexible,
although meeting in the afternoon would be better.

I look forward to your reply.

Sincerely,
Joshua Bentson

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 : Maria Cranbul
From : Joshua Bentson
Subject : New Ad Campaign
Date : November 25, 2012

Dear Ms. Cranbul,

____ _ Joshua Bentson of Black River Coffee Products.
We collaborated last May on an ad _____
for one of our special dark coffee blends.

I'm _____ to you today because my company is _____ in working
with you again on a marketing campaign for a new line of instant coffees.
I was _____ if you would be _____ to come in to our office _____
next week to talk over some _____ .
How _____ Tuesday, December 4th at 2:00 P.M. _____?
If that day isn't _____ for you,
please let me know what day and time _____ _ _____ for you.
My weekly schedule is pretty _____,
_____ meeting in the afternoon _____ be better.

I look forward to your _____.

Sincerely,
Joshua Bentson

FOLLOW UP QUESTIONS | 関連情報

Question 1

» Why does Joshua Bentson
want to meet Maria Cranbul?

Answer 1

- a. To apply for a job
- b. To recommend a product
- c. To talk about a project
- d. To negotiate a discount

Question 2

» What does Joshua say about his schedule?

Answer 2

- a. He is not available after December 4th.
- b. He is out of the office next week.
- c. He is busy at 2:00 P.M.
- d. He prefers to meet after noon.

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 going to a charity fund-raising event sponsored by your company this Saturday at 10:00 A.M. You think one of your colleagues, Kate (your teacher) would be interested. Invite her to go with you.

Talk 2

You are meeting a client (your teacher) at your office on Friday. The day has been decided, but the time has not. Suggest a meeting time.

Talk 3

You will start working on a new project with Mark (your teacher), a colleague from another department. You would like to have a meeting with him to talk about the details of the project. Your schedule tomorrow is flexible. Invite Mark to have a meeting with you tomorrow in the board room. Ask what time would be convenient for him.

WORDS & PHRASES | 単・熟語表現の紹介

» collaborate / 協業する、協力する » line / ライン、方針 » convenient / 都合がよい、便利な

» talk over ~ / ~について話す » details / 詳細 » weekly / 週間の、週に一度の » flexible / フレキシブルな、柔軟な

» free / 時間が空いている

HOMEWORK

Writing 1

Your company wants to open a branch in the United States. Write an e-mail to Joe Snyder from American Consultancy Group. Invite him to a meeting at your office to talk about your company's plan. Suggest a date and time, and ask what would be convenient for him.

Writing 2

You are in charge of planning a farewell party for one of your colleagues, Samantha Brown. Write an e-mail invitation to all of the people who work with Samantha. Explain the reason for the party. Friday is her last day, so you will have the party Friday at 7:00 P.M. Ask for suggestions for restaurants at which to hold the party.