

## Following up on a meeting

会議の内容に補足する

### OBJECTIVES

To thank someone for a visit  
訪問に対して例を言う

To follow up on a meeting  
会議の内容に補足する

To offer further support  
さらなるサポートを申し出る

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

To : Vance Fong  
From : Shelley Windward  
Subject : Follow-up on May 30 meeting  
Date : June 1  
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Hi Vance,

**Thanks again for stopping by my office last week.**

I hope you found the visit worthwhile.

I thought we made a lot of progress on the June 25 conference planning.

**I just want to follow up on a few points raised in our meeting.**

First, regarding the caterers, it seems they can provide coffee and snacks during the afternoon break, too. The price is reasonable, at \$4.50 per attendee.

Second, regarding the transportation to and from the hotel, we can arrange a shuttle bus to make two trips in the morning and three in the afternoon/evening for a total cost of \$375. That's a bit more than your budget, but it's less than you would pay to have everyone travel by taxi. So, what do you think? Please get back to me on this a.s.a.p.

**Please don't hesitate to contact me if you need anything else.**

Yours,

Shelley Windward  
Event Coordinator

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 : Vance Fong  
From : Shelley Windward  
Subject : Follow-up on May 30 meeting  
Date : June 1  
-----

Hi Vance,

Thanks again for \_\_\_\_\_ my office last week.

I hope you \_\_\_\_\_ the visit worthwhile.

I thought we made a lot of \_\_\_\_\_

on the June 25 conference planning.

I just want to follow up on \_\_\_\_\_ in our meeting.

First, regarding the caterers, it \_\_\_\_\_

they can provide coffee and snacks during the afternoon break, too.

The \_\_\_\_\_, at \$4.50 per attendee.

Second, regarding the transportation to and from the hotel,  
we can arrange a shuttle bus to \_\_\_\_\_ in the morning  
and three in the afternoon/evening for a total cost of \$375.

That's a bit more than your budget, but it's less than

you would pay to have everyone \_\_\_\_\_ by taxi. So, what do you think?

Please get \_\_\_\_\_ to me on this a.s.a.p.

Please don't \_\_\_\_\_ me if you need anything else.

Yours,

Shelley Windward

Event Coordinator

## FOLLOW UP QUESTIONS | 関連情報

## Question 1

» When was the meeting?

## Answer 1

a. Early May

b. Late May

c. Early June

d. Late June

## Question 2

» What does Shelley Windward indicate?

## Answer 2

a. Hiring a bus will save money.

b. The coffee is free.

c. There were not enough snacks last time.

d. Some attendees prefer tea.

## 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 had a meeting with Jeff Landon (your teacher), a consultant, yesterday.  
He is calling you to arrange the next meeting.  
Before you arrange the meeting, thank him for visiting your office.

### Talk 2

You are a real estate agent. You had a meeting on Monday with  
June Saville (your teacher). She wants to buy a house in the Shelton Park area.  
Follow up with details on two houses. One costs \$550,000 and is fifteen years old.  
The other is \$485,000 and is twenty-five years old.

### Talk 3

You are talking with a new coworker (your teacher).  
She is asking for your advice on the best way to walk to your office  
from the closest train station. Give advice and offer further support.

## WORDS & PHRASES | 単・熟語表現の紹介

- » stop by / 立ち寄る    » worthwhile / 価値がある    » make progress / 進展する    » caterer / ケータリング業者、仕出し業者  
» reasonable / 適切である    » shuttle bus / シャトルバス    » make a trip / 往復する  
» a.s.a.p. / できるだけ早く、至急 (as soon as possibleの略)

## HOMEWORK

### Writing 1

You had a meeting with a customer, Fran Hofstadter, yesterday.  
Write an e-mail thanking her for visiting your office, and offer further support.

### Writing 2

You work in the legal department.  
Last week, you had a meeting with Jim Yanott, a sales manager in your company.  
He asked questions about a contract with a customer, Kent Industries.  
Follow up by e-mail with the following information:

1. the customer must pay within 90 days.
2. the customer may return any products that have quality issues within 30 days.

Offer further support.