



Returning a call

電話を折り返す

OBJECTIVES

To return a call
電話をかけ直す

To refer to a message
メッセージの内容に触れる

To indicate a time limit
締め切りを示す

EXERCISE 1

Role-play : Teacher » Justin / Student » Joon (Switch roles after you read the dialogue)
役割 (講師 » Justin / 生徒 » Joon) にあわせて文章を読みましょう! ダイアログを読んだ後は役割を交代しましょう。

Justin Powers & Tull Accounting. How may I direct your call?

Joon Hello. This is Joon Pak Soong calling.

I'm returning a call from a Mr. Justin Leedsworth. Is he in?

Justin This is Justin. I called your secretary this morning.
Thank you for returning my call.

Joon No problem. Your message indicated that you wanted to speak with me
about my expense report, is that correct?

Justin Yes, I'm processing your expenses and I've discovered a few minor issues.
I have a few questions in regards to your business trip to Bogata in September.
Do you have time to discuss it now?

Joon Well, I can spare about twenty minutes. Will that be enough time?

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!

Justin Powers & Tull Accounting. How may I _____ ?

Joon Hello. This is Joon Pak Soong calling.
I'm _____ a call from a Mr. Justin Leedsworth. Is he in?

Justin This is Justin. I called your _____ this morning.
Thank you for returning my call.

Joon No problem. Your message _____ that you wanted to speak with me
about my expense report, _____ ?

Justin Yes, I'm processing your expenses and I've discovered _____.
I have a few questions in regards to your business trip to Bogata in September.
Do you have time to discuss it now?

Joon Well, _____ about twenty minutes. Will that be enough time?

FOLLOW UP QUESTIONS | 関連情報

Question 1

» When did Justin call Joon?

Answer 1

- a. Yesterday
- b. Before noon
- c. Twenty minutes ago
- d. At lunchtime

Question 2

» What did Joon do in September?

Answer 2

- a. Visit Justin's office
- b. Reply to Justin's e-mail
- c. Receive a message
- d. Travel for work

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 Kevin Rich, and you work for Speedy Delivery Service.
Jim Thompson (your teacher) from Zippa Technologies called you and left a message.
Return Mr. Thompson's call.

Talk 2

You stayed at the Faircloth Hotel yesterday and checked out this morning.
Rena Jones, the hotel manager, (your teacher) called you and left a message.
The message indicated there was an item left behind in your room.
Return Ms. Jones's call.

Talk 3

Return a call from your colleague, Don Hall (your teacher).
He wants to talk about the arrangements for the office party next week,
but you only have five minutes to talk right now.

WORDS & PHRASES | 単・熟語表現の紹介

» direct a call / 電話をつなぐ » return a call / 電話を折り返す » be in / いる » spare time / 時間を割く
» indicate / 示す » expense report / 経費報告 » minor issues / 大したことではない問題 » in regards to / ~に関して

HOMework

Writing 1

Write an e-mail to reply to a phone message from your colleague, Trin.
Explain that you are in a seminar and cannot call back until 5:30.

Writing 2

Write an e-mail to reply to a phone message from Tara Drake, an important customer.
Explain that you are on the train and will respond to her question
about your availability for a meeting tomorrow.