



**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!

Adam Purchasing Department, Adam Partridge speaking.

Evelyn Hello, Mr. Partridge. \_\_\_\_\_ Evelyn Pears.  
I'm a sales \_\_\_\_\_ for Sherwood Parts.  
Your colleague Bill Downs suggested that I \_\_\_\_\_.  
I recently met him at a convention  
and discussed \_\_\_\_\_ your company with our valves.  
I believe \_\_\_\_\_ substantially lower rates than your current supplier.

Adam Actually, I'm in the middle of a meeting just now, Evelyn,  
so I'm afraid \_\_\_\_\_.  
But I would like to hear more about your products.  
\_\_\_\_\_ calling me back after lunch?

Evelyn As it happens, I'll be in the vicinity of your office this afternoon.  
\_\_\_\_\_, I could \_\_\_\_\_ to show you some samples and answer your questions.

Adam Sure. Could you come at 3:30?

Evelyn Certainly. I \_\_\_\_\_ meeting you then.

**FOLLOW UP QUESTIONS** | 関連情報

Question 1

» Who is Bill Downs?

Answer 1

- a. A salesperson
- b. A supplier of valves
- c. Evelyn Pears's manager
- d. Adam Partridge's co-worker

Question 2

» What will Evelyn do?

Answer 2

- a. Attend a sales convention
- b. Mail some samples to the office
- c. Visit Adam Partridge today
- d. Call a customer at 3:30

## 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 a human resources manager for an engineering company.  
You want to hire an electrical engineer.  
Your colleague Sam Banks has recommended a friend of his named Ian Scott (your teacher) for the position.  
Call Ian and explain that Sam referred him.

### Talk 2

You are preparing a presentation for an important customer.  
You are planning to work on it during lunch so that it will be finished on time.  
Your colleague Angela (your teacher) calls to invite you to lunch.  
Explain to her that you are busy working on the presentation.

### Talk 3

You are at the check-in desk at the airport.  
Your colleague Carrie (your teacher) calls you to get some information.  
You cannot talk to her now because you are checking in.  
Ask Carrie to call you back in ten minutes.

## WORDS & PHRASES | 単・熟語表現の紹介

- » convention / コンベンション、会議    » substantially / かなり、ずっと    » in the middle of ~ / ~の真っ最中で  
» just now / ちょうど今    » as it happens / たまたま    » vicinity / 近所    » samples / 見本、サンプル  
» sure / もちろん (肯定の返事。後出の certainly も同義)

## HOMework

### Writing 1

You are planning to start up your own business.  
You are looking for an accountant. Your friend Martin Dixon recommended an accountant named Stacy Mills and gave you her e-mail address.  
Write to Stacy and explain that Martin referred her.

### Writing 2

Your colleague Jasper e-mails you to ask for some information.  
You are currently preparing a bid for a project.  
Write a reply to Jasper explaining that you are busy preparing the bid and that you will provide the information later.