

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!

Mark Hi Gina. This is Mark Darby in the Accounting Department.
I _____ we could meet today for a short time.
I want to clear up _____ about your department's _____.

Gina _____, but Mr. O'Malley knows more about the basis of the request _____.
He's out of town until Monday, _____. Can it _____?

Mark Actually,
I'm _____ the request with Ralph Newton in another meeting on Friday.
He's _____ looking after departmental budgets.
I wanted to clarify a few smaller matters before then.

Gina I see. Well, _____ go to lunch,
and I'll be meeting with a supplier for roughly an hour _____.
I'll swing by your office _____ two o'clock.

Mark I'll be in a meeting _____ two myself.
Could I ask you to come by a bit later _____?

Gina _____ . I'll see you at 2:30.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is the reason for Mark Darby's telephone call?

Answer 1

- a. To speak with Mr. O'Malley
- b. To request a meeting
- c. To correct a mistake
- d. To pass on a message from Ralph Newton

Question 2

» What will Gina probably do next?

Answer 2

- a. Meet with a customer
- b. Call Mr. O'Malley
- c. Visit an office
- d. Have a meal

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

Your company's IT specialist (your teacher) installed some new software in your computer. There will be a training session about the advanced functions of this software on Friday, but you have a few questions about logging into the system now. Call the IT specialist and ask for a meeting this afternoon.

Talk 2

Your boss (your teacher) wants someone to write a press release announcing an upcoming product launch. The person who is usually responsible for writing press releases is currently on a leave of absence. Although your schedule is quite full today, you would like to help your boss out. Call your boss and find out whether you can meet with him tomorrow to discuss what information needs to be included in the press release.

Talk 3

You are a factory manager. A coworker (your teacher) is planning to invite a customer to take a tour of the factory on the morning of June 8. You think the tour should take place in the afternoon so that the customer can see the factory when it is operating at full capacity. You would also like to have a short meeting with the coworker before she conducts the tour. Call your coworker and ask for a meeting sometime after lunch today.

WORDS & PHRASES | 単・熟語表現の紹介

- » clear up / 確認する、明らかにする » basis / 基礎、土台 » out of town / 出張中だ » matters / 問題、点
» look after / 面倒を見る、気を配る » roughly / ざっと、だいたい » swing by / 立ち寄る » myself / 自分自身

HOMework

Writing 1

You were supposed to meet Janice Patterson, your colleague, today at 10:00 A.M., but she was unable to meet with you. You really need to meet with her soon to go over the details of the new project that she assigned to you earlier this week. Write an e-mail to her and suggest another meeting time.

Writing 2

You and Jerry Gleeson had planned to discuss a new advertising strategy over lunch today, but your computer is not working properly. You want somebody from your company's technical team to take a look at it as soon as possible and would like to meet Jerry tomorrow instead. Write an e-mail to him and explain the situation.