

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!

Patrick OK, everyone. Can I _____ please?
I'd like to get started. We have a lot to get through today.
Has everyone got a _____?

Carly I have it, but I think there's something missing.
Weren't we going to _____ the building maintenance _____ in today's meeting?

Patrick No, we've _____ _shelve that until Thursday's meeting.
Today we're _____ going to _____ the upcoming sales conference.

Carly That's fine, but _____ clear on what my role is in this meeting, _____.

Patrick Let's start by clarifying everyone's roles.
_____ and Michael will take notes for the _____.
Brad is here to present the _____ conference agenda,
and Sally is going to give us some of the _____ on the guest speakers.
Carly, I'd like you to _____ what audio-visual equipment
we're going to need. How _____?

Carly OK by me.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is the objective of the meeting?

Answer 1

- a. To deal with maintenance issues
- b. To select guest speakers
- c. To plan a conference
- d. To negotiate a price on equipment

Question 2

» What will Brad do?

Answer 2

- a. Show the draft schedule
- b. Revise the meeting agenda
- c. Introduce the guest speakers
- d. Assess equipment requirements

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 chairing a meeting. The purpose of the meeting is to plan an advertising campaign for your company's newest product.
Get everyone's attention and explain the objective of the meeting.

Talk 2

You are chairing a meeting. The purpose of the meeting is to review a cleaning service contract and decide whether your office will renew the contract or not.
Get everyone's attention and explain the objective of the meeting.

Talk 3

You are chairing a meeting. The purpose of the meeting is to choose candidates for a final interview for a sales position. Greg is going to take notes.
Charlie is going to review the requirements of the position,
and Sara is going to present the results of the last round of interviews.
Get everyone's attention, explain the objective of the meeting, and identify key roles.

WORDS & PHRASES | 単・熟語表現の紹介

- » get through / やり終える、処理する » copy / コピー » shelve / 棚上げする、見送る » clear on ~ / ~について明確だ
» role / 役割 » assess / 判断する、評価する » audio-visual equipment / オーディオ・ビジュアル機器
» OK by me / 私は構いません

HOMEWORK

Writing 1

You are going to hold a meeting with your sales team next Monday.
The purpose of the meeting is to decide how to reduce expenses next quarter.
You need to cut total expenses by 10%. E-mail the participants to explain the objective of the meeting.

Writing 2

You are going to hold a meeting with your staff next Monday.
The purpose of the meeting is to plan a team-building retreat.
You will chair the meeting, Mary will take notes. Paul will present the options for a venue for the retreat, and Hillary will go over the draft schedule.
E-mail the participants to explain the objective of the meeting, and identify key roles.