

ビジネス英会話 一中上級

Upper Intermediate





To get everyone's attention

To explain the objective of the meeting 会議の目的について説明する

To identify key roles 重要な役割を確認する

EXERCISE 1

全員の注意を引く

Role-play: Teacher » Carly / Student » Patrick. (Switch roles after you read the dialogue) 役割 (講師》Carly/生徒》Patrick)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。

Patrick	OK, everyone. Can I get your attention please? I'd like to get started. We have a lot to get through today. Has everyone got a copy of the agenda?	
Carly	I have it, but I think there's something missing. Weren't we going to cover the building maintenance issues in today's meeting?	
Patrick	No, we've decided to shelve that until Thursday's meeting. Today we're just going to focus on planning the upcoming sales conference.	
Carly	That's fine, but I'm not clear on what my role is in this meeting, in that case.	
Patrick	Let's start by clarifying everyone's roles. I'll be chairing and Michael will take notes for the minutes. Brad is here to present the draft conference agenda, and Sally is going to give us some of the details on the guest speakers. Carly, I'd like you to help us assess what audio-visual equipment we're going to need. How does that sound?	
Carly	OK by me.	



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	Answer 1
» What is the objective of the meeting?	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	Answer 2
» What will Brad do?	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.