

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!

Stuart I think we've sufficiently discussed our hiring needs for _____, so why don't we move on?

Emma Stuart, before we conclude today's meeting, I think it's _____ to talk about the _____ to the code of ethics.

Stuart Why don't we hold off discussing that until after _____ the training schedule and employee performance evaluations? _____ on the agenda, there is time for miscellaneous items _____.

Emma I have to leave for a meeting with a _____ by 3:30 _____. It's already 3:05, so I'm _____ that _____ time to address it.

Stuart I understand. _____ you're short on time, let's try to get through the remaining two items quickly.

Emma Okay. As long as we have ten minutes to cover it, _____ long enough.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What issue will be discussed at the end of the meeting?

Answer 1

- a. The training schedule
- b. Employee evaluations
- c. The code of ethics
- d. Hiring requirements

Question 2

» How much time does the woman need to discuss the last issue?

Answer 2

- a. 5 minutes
- b. 10 minutes
- c. 15 minutes
- d. 30 minutes

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 leading a budget meeting. You are talking about the research budget. One of the attendees, Gloria (your teacher), has a question about the marketing budget. That is the next item on the agenda. Suggest delaying the marketing budget discussion until after the research budget discussion.

Talk 2

You are attending a marketing meeting. It is scheduled to finish at 11:00, but it is taking longer than expected. The meeting chairperson (your teacher) wants to know if everyone can stay until 11:30 instead. Indicate that your time is limited, since you have to leave for an appointment at 11:00.

Talk 3

You are reviewing six job applications in a human resources meeting. You have discussed four so far, but it has taken a long time, and the meeting is scheduled to finish in 10 minutes. Suggest to the attendees (your teacher) that you review the last two applications quickly.

WORDS & PHRASES | 単・熟語表現の紹介

» sufficiently / 十分に » conclude / 結論づける » evaluation / 評価 » code of ethics / 倫理規定
» miscellaneous / 多岐にわたる、雑多な » address / 対処する » short on ~ / ~が不足している » cover / 取り上げる

HOMEWORK

Writing 1

You have a weekly management meeting scheduled on Monday. One item on the agenda is changes to the company's accounting procedures. However, you have just learned that the accounting manager, Margaret, will be absent next week. Send an e-mail to the meeting chairperson, Bruce, suggesting that you delay discussion of accounting procedures until Margaret returns.

Writing 2

You are traveling to Seattle on a business trip next week. You have some time available on Thursday, the last day of your trip. You would like to meet with a client, Mr. Bolden, on that day, but you will have to leave for the airport by 4:00 P.M. Write an e-mail to Mr. Bolden to request a meeting and explain the restriction on your time.