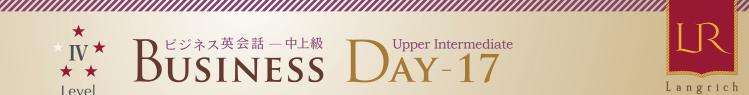


ビジネス英会話 一中上級

Upper Intermediate





OBJECTIVES

To delay discussion of a topic ある議題についての討議を遅らせる

To indicate that your time is limited 自分の時間が限られていることを伝える

To speed up a discussion 討議を早く進める

EXERCISE 1

Role-play: Teacher » Emma / Student » Stuart. (Switch roles after you read the dialogue) 役割 (講師》Emma/4生徒》Stuart) 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。

Stuart	I think we've sufficiently discussed our hiring needs for next quarter, so why don't we move on?
Emma	Stuart, before we conclude today's meeting, I think it's important to talk about the proposed changes to the code of ethics.
Stuart	Why don't we hold off discussing that until after we've talked about the training schedule and employee performance evaluations? As you can see on the agenda, there is time for miscellaneous items at the end.
Emma	I have to leave for a meeting with a supplier by 3:30 at the latest. It's already 3:05, so I'm concerned that there won't be enough time to address it.
Stuart	I understand. Since 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, that should be long enough.



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	Answer 1
» What issue will be discussed	a. The training schedule
at the end of the meeting?	b. Employee evaluations
	c. The code of ethics
	d. Hiring requirements
Question 2	Answer 2
» How much time does the woman	a. 5 minutes
need to discuss the last issue?	b. 10 minutes
	c. 15 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.