

Leaving messages

メッセージを残す

OBJECTIVES

To indicate when something will finish
何かが終わる時を伝える

To specify a message's content
メッセージの内容を明確に述べる

To pass on a request
リクエストを伝える

EXERCISE 1

Role-play : Teacher »Rebecca / Student »Patrick. (Switch roles after you read the dialogue)
役割 (講師 »Rebecca / 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 Hi, this is Patrick Nathan at Corex Laboratories.
Could I speak to Audrey Peters, please?

Rebecca Ms. Peters is away from her desk at the moment.
In fact, she's on a conference call that should be over in about 30 minutes.
Could you call back at 2:15?

Patrick I'll be in a training seminar for the rest of the day starting at two o'clock,
so I won't be able to call her back. Could you pass on a message for me?

Rebecca Yes, of course.

Patrick Please tell her that the requisition form she sent me was missing her signature.
For legal reasons, we can't proceed with the lab work she requested
until we receive the signed document.
Could you ask her to fax it to me as soon as possible?

Rebecca I'll let her know as soon as she finishes her call.

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 Hi, this is Patrick Nathan at Corex Laboratories.
Could I _____ Audrey Peters, please?

Rebecca Ms. Peters is away from her desk at the moment.
In fact, she's on a _____ that should be over in about 30 minutes.
Could you call back at 2:15?

Patrick I'll be in a training seminar for the rest of the day _____ two o'clock,
so I won't be able to call her back. Could you _____ a message for me?

Rebecca Yes, of course.

Patrick Please _____ the requisition form she sent me was missing her signature.
For legal reasons, we can't proceed with the lab work she requested
until we receive the _____.
Could you ask her to fax it to me as soon as possible?

Rebecca _____ know as soon as she finishes her call.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» When will Ms. Peters be available?

Answer 1

- a. At 2:00 P.M.
- b. At 2:15 P.M.
- c. At 2:30 P.M.
- d. At 2:45 P.M.

Question 2

» What did Ms. Peters ask for?

Answer 2

- a. Some lab work
- b. A signed contract
- c. Some legal advice
- d. A permission form

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 in a meeting with a colleague.
You receive a call from another colleague, Brad (your teacher).
You cannot talk to him now, but expect the meeting to finish in 10 minutes.
Tell Brad when you think the meeting will end.

Talk 2

You have just received a package by mail from a supplier.
The supplier asked you to confirm receiving it by phone.
You call the supplier, Mr. Evans, but he is unavailable.
Ask his assistant (your teacher) to tell him that you received the package.

Talk 3

You need to speak with a customer, Mr. Johnson, about an urgent matter.
You call his office, but he is in a meeting.
You want him to call you when the meeting is finished.
Ask the customer's receptionist (your teacher) to pass on your request for Mr. Johnson to call you.

WORDS & PHRASES | 単・熟語表現の紹介

» away from one's desk / 席を外している » over / 終了した » rest / 残り » requisition form / 申込書
» missing / 欠けている » legal / 法律的な » proceed / 進行する » as soon as possible / できるだけ早く

HOMEWORK

Writing 1

You are the manager of an office building. Some construction work is being done in the lobby. It is expected to be completed in two days.
Write an e-mail to the building tenants indicating when the work will end.

Writing 2

You are planning a meeting on Friday morning with your colleague Matt, who is in the sales department. You would like to invite another member of the sales department, Donna, to the meeting as well.
Write an e-mail to Matt and pass on your request for Donna to attend the meeting.