

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!

Martha I think this is a good stopping point.
Before we wrap up, I'd like to ____ everyone is on the same ____.
We've gone over the _____ pros and cons of _____ a new sales
and service center in Pretoria, and the majority of us feel ____ we should go ahead
and conduct a feasibility study, ____?

Leo That's right,
and I'll look for a _____ that can help us with market _____.

Martha OK, but speak ____ Mike Fierro first.
As I brought up _____, he oversaw our market survey in Munich prior
to the branch opening _____, so I'm ____ he can offer some practical _____.

Leo I _____. And you'll ____ some research
this week ____ distribution _____ in South Africa?

Martha Yes. Our ____ meeting is on April 23.
I'll ____ a report ready by then.

Leo Great.
I'll ____ everyone the minutes ____ evening and see you on ____ 23rd.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What was discussed in the meeting?

Answer 1

- a. The results of the latest market survey
- b. The recently established service center
- c. The advantages of opening a new branch
- d. The recommendations of a colleague

Question 2

» Why does Martha want Leo
to talk to Mike Fierro?

Answer 2

- a. To check on an overdue report
- b. To ask about living in Pretoria
- c. To invite him to a branch opening
- d. To get some helpful guidance

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 meeting on a new security procedure. Everyone in the meeting has agreed that your company should start using the procedure next week. Point this out to your colleagues (your teacher) as you end the meeting.

Talk 2

You are wrapping up a meeting with your management team. Everyone has agreed that an outside consultant is needed to make recommendations about the company's manufacturing procedures. One of the managers (your teacher) will look for a suitable consultant this week. Confirm that this person understands this.

Talk 3

You work for a retail store whose inventory often runs low. You are leading a meeting to discuss how to deal with this problem. Everyone agrees that orders to replenish the inventory should always be made without delay. Confirm that everyone (your teacher) understands this and mention the date and time of the next meeting.

WORDS & PHRASES | 単・熟語表現の紹介

- » wrap up / 切り上げる、終える » on the same page / 同じ考えをもつ » pros and cons / 賛否両論、長所と短所
» majority / 大多数 » feasibility study / 実現可能性の検討 » bring up / 持ち出す、提案する
» practical / 現実的な » minutes / 議事録

HOMEWORK

Writing 1

Tim Harris, your colleague, had to leave today's meeting early. Send him an e-mail and tell him what happened after he left: Gail Anderson, your boss, wants you and Tim to work together on a report about your company's carbon reduction efforts. The report is due in two weeks. She also announced that the next management meeting will be on May 3 and not on May 5, as was previously scheduled.

Writing 2

You chaired a meeting this morning on some planned renovations. Linda Brooks was put in charge of getting estimates from at least three local interior decorators. She has to get the estimates this week and show them to the other managers at the next meeting. Write her an e-mail to confirm that she knows what to do.