

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!

Guy Hello Caroline, I'm Guy.
It's nice to _____ in person after talking on the phone.

Caroline _____ to meet you too. I hope business is going well?

Guy Yes, we have several new products in the pipeline, so it's _____.
Before we go _____,
I'd like you to meet Christina Pyle from our legal department.
She's going to be part of _____ on revising the licensing
agreement with your company.

Caroline _____ meet you, Ms. Pyle.

Guy I've asked Christina to join us so that
she can approve any _____ to the agreement.
We want _____ the changes do not conflict with our interests.

Caroline _____, there are a few points _____,
but I'm confident we can work out a new agreement that suits both parties.
_____ get down to business?

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is the purpose of the meeting?

Answer 1

- a. To renew a license
- b. To demonstrate new products
- c. To discuss a production schedule
- d. To revise an agreement

Question 2

» What is Christina's role?

Answer 2

- a. To lead the discussion
- b. To provide legal advice
- c. To resolve negotiating conflicts
- d. To approve any purchases

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 the hiring manager for a company.
You conducted an interview with a candidate, Nathan (your teacher), by phone last week. Today you are conducting a second interview with him at your office. Greet him in person for the first time.

Talk 2

You are an account manager at an advertising agency.
You are meeting a client (your teacher) to discuss designing a new ad. Also present at the meeting is a colleague from your company's graphic design team, Carmen Mendez. Introduce Carmen to your client.

Talk 3

You have organized a meeting with colleagues from the sales team to discuss using new software to keep track of sales activities. You have also invited your company's IT specialist, Karl, to answer questions about technical issues.
Explain why you have invited Karl to the other participants (your teacher).

WORDS & PHRASES | 単・熟語表現の紹介

- » in person / 対面で、直接 » in the pipeline / 進行中で » licensing / ライセンス供与 » amendment / 改案、修正案
» conflict with ~ / ~と対立する、抵触する » interests / 利益 » party / グループ、一社
» get down to business / 仕事に取り掛かる、本題に入る

HOMWORK

Writing 1

After exchanging several e-mails, you have made a sales appointment with a potential client, Mr. King. You will meet him at his office on Monday afternoon. Write an e-mail confirming the appointment and saying that you look forward to meeting him in person.

Writing 2

You are a business journalist. You have arranged an interview with the CEO of a company for a magazine article. You plan to bring a photographer in order to take some photos for the article. Write an e-mail to the CEO, Mr. Green, explaining that you have invited a photographer to the interview.