

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!

Gary I'm hopeful that we're nearing _____ this _____.
I've asked Susan Volut, our plant manager, to attend _____.
You all met Susan during your tour of the factory _____.
She's here to advise us if needed.

Karen Thanks, Gary. _____ Leon Cruz, our head of logistics.
He'll play a large role in _____ a distribution network for this project,
so I've asked him to sit in during this meeting and _____
you may have about supply chain issues. I hope you don't mind.

Gary _____ Nice to meet you, Leon.
Well, let me start _____ the main points we've agreed on _____.
Would that be _____?

Karen _____ Please go right ahead.

Gary Thank you. Okay, we discussed quite a few issues yesterday,
and it will _____ for me to touch on all of them.
Don't hesitate to _____ if you have any _____.

Karen _____.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What will Leon Cruz most likely do during the meeting?

Answer 1

- a. Interview management candidates
- b. Clarify supply chain issues
- c. Introduce Susan Volut
- d. Outline a manufacturing procedure

Question 2

» What does Gary suggest doing first?

Answer 2

- a. Showing Karen around the office
- b. Describing his company's structure
- c. Reviewing yesterday's negotiation
- d. Explaining his objections to an agreement

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 starting a negotiation with a potential joint venture partner (your teacher). A few people from your company are attending the meeting today: Brian Ritchie, Marketing Director, will propose a promotional strategy for the project. Carole Duke, Human Resources Manager, will answer questions about employing contract workers. Harmon Bailey, your assistant, will take notes during the meeting. Introduce your colleagues and describe their roles.

Talk 2

You are attending a first meeting with a potential supplier (your teacher). The supplier wants to start with a short presentation about her company's history, then go over the four main areas of the company's current activities. She will ask if you mind starting the meeting this way. Assure her that you don't mind and encourage her to begin.

Talk 3

You are negotiating a new contract with a client (your teacher). Suggest taking a few minutes to review the client's past orders and give an overview of the current agreement between your companies. Invite your client to interrupt anytime during your talk.

WORDS & PHRASES

単・熟語表現の紹介

» hopeful / 見込みがある » nearing / 近付いてきている » logistics / 物流 » sit in / 参加する

» play a role in ~ / ~において役割を果たす、~の一翼を担う » distribution / 流通 » quite a few / 相当数の

» touch on ~ / ~について触れる

HOMEWORK

Writing 1

Your company has recently moved some departments from your headquarters to a building in another part of town. Yesterday you began renegotiating your contract with Tech Sport, an IT services company that maintains your company's computer network. Tomorrow you will continue negotiating the terms for Tech Sport's services at both locations. Write an e-mail to Jason Lanier, the sales manager of Tech Sport. Confirm the time and location of the meeting. Express your hope that you will reach an agreement tomorrow.

Writing 2

You are a salesperson for a catering company. Your biggest customer, Breakwater Online Shopping, has asked you to provide meals to their training facility during a weeklong training seminar for new employees. You will meet to negotiate this contract with Jennifer Monaco, Breakwater's human resources manager, on Wednesday. Two people from your company will attend the meeting with you. The kitchen supervisor, Christina Colson, will describe menu options, and the distribution manager, Tom Alvarez, will ask Ms. Monaco some questions about the schedule and the number of participants. Write an e-mail to Ms. Monaco to let her know about the two people who will attend the meeting with you.