

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!

Terry We can have your office set up with ultra-high speed _____ within one month, if you agree to our conditions.

Margaret Terry, does "set up" _____ we'll all have access?

Terry Yes. I mean that everyone will be able to get on the network, _____ they have a login code.
We'll create IDs for the people on your list and e-mail them _____.

Margaret OK, _____ what we've agreed so far:
You'll get us set up with a system that meets all the _____ in our request for proposal.
You'll complete the work within one month for a total price of \$18,000.
We'll pay \$6,000 up front for the hardware and the remainder by the end of the year.
Does that _____?

Terry _____. I believe we also agreed on an extra \$1,000 charge.
That's for the technical training you requested.

Margaret Sorry, I _____. So the total _____ \$19,000, right?

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What does Terry agree to do?

Answer 1

- a. Send access details to people
- b. Lower the price
- c. Replace the faulty parts
- d. Take some technical training

Question 2

» How much is the first payment?

Answer 2

- a. \$1,000
- b. \$6,000
- c. \$18,000
- d. \$19,000

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 negotiating with a bus company to transport your employees from the office to a resort for a team-building retreat. The sales rep (your teacher) has said that the price is “including everything.” Confirm that there will be no taxes or highway charges added to the bill.

Talk 2

You have reached an agreement with a representative of a window-cleaning company (your teacher). You have agreed on the following terms.

- First-floor windows : cleaned weekly
- Other windows : cleaned monthly
- Cost : \$350 per month
- Payment : by the 20th of each month

In your meeting with the representative, summarize the agreement.

Talk 3

You run an interior design company and are in a meeting with a customer (your teacher). You have agreed to design the customer’s new office for a price of €40,000. Your customer will summarize the agreement, but misses an important detail: the price does not include a piece of artwork that will be purchased for the lobby. That artwork will cost an extra €12,000. Refer back to that agreement.

WORDS & PHRASES | 単・熟語表現の紹介

» conditions / 条件 » login code / ログインコード » ID / 身分証明書、ID (identificationの略)

» run over / 振り返る、くり返す、ざっと読む » request for proposal / 見積もり依頼書 » up front / 前金で

» remainder / 残額、残り » practically / ほとんど

HOMEWORK

Writing 1

Your company supplies meat products to local restaurants. One of your customers, Hurley’s Steakhouse, has asked for deliveries to be made “after hours.” Write an e-mail to the owner of Hurley’s, Mark Steinberg, to confirm that the customer wants deliveries to be made after the restaurant closes at 10:00 P.M.

Writing 2

You are a salesperson for a company that creates brochures for the hotel industry. You have received an e-mail from a client summarizing your agreement to provide a brochure design. The summary is correct except for one detail: the client agreed to pay an extra \$4,500 for new photographs of the hotel rooms. Write a reply to the hotel manager, Sheena Makkiren, referring back to your agreement.