

Taking a message

伝言を承る

OBJECTIVES

To suggest an alternate contact method
別の連絡方法を示唆する

To ask a listener to wait
聞き手に待ってもらうよう依頼する

To promise to pass on information
情報を伝えることを約束する

EXERCISE 1

Role-play : Teacher » Melanie / Student » Carl. (Switch roles after you read the dialogue)
役割 (講師 » Melanie / 生徒 » Carl) にあわせて文章を読みましょ! ダイアログを読んだ後は役割を交代しましょう。

Melanie Hi, this is Melanie Parker at DAC Systems.
Could you put me through to Kevin Burns, please?

Carl I'm afraid Kevin is out of the office, but he should be back shortly.
If it's urgent, you could try reaching him on his cell phone instead.

Melanie I just tried that number, but I couldn't get hold of him.
Could you take a message for me?

Carl Sure. Please hold on a moment while I get a pen and paper...
OK, please go ahead.

Melanie He's supposed to conduct safety training at our company tomorrow at 10:15.
Originally, eight people signed up for the training,
but three more people asked to take part at the last minute.
I wanted to let him know that
he should now prepare materials for eleven participants.

Carl I'll make sure to notify him of the change once he gets back.

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!

Melanie Hi, this is Melanie Parker at DAC Systems.

Could you ___ _ _____ to Kevin Burns, please?

Carl I'm afraid Kevin is out of the office, but he should be back _____.

If it's urgent, you could try _____ _ on his cell phone instead.

Melanie I just tried that _____, but I couldn't get hold of him.

Could you ___ _ _____ for me?

Carl Sure. Please hold on _ _____ while I get a pen and paper...

OK, please go ahead.

Melanie He's _____ _ conduct safety training at our company tomorrow at 10:15.

Originally, eight people _____ _ the training,

but three more people asked to take part ___ _ _ _ _.

I wanted to let him know that

he should now prepare materials for eleven participants.

Carl ___ _ _ _ _ to notify him of the change once he gets back.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What did Melanie do recently?

Answer 1

- a. She called Kevin's cell phone.
- b. She completed a training course.
- c. She received a message from Kevin.
- d. She prepared some materials.

Question 2

» How many people will now participate in tomorrow's training?

Answer 2

- a. 3
- b. 8
- c. 10
- d. 11

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

Your colleague Sid (your teacher) wants to speak to another colleague, Jane.
He has not been able to reach her.
You think she is working at the head office today instead of your branch.
Suggest that Sid contact Jane at the head office.

Talk 2

You are a receptionist at a medical clinic.
You receive a call from a patient, Simon Coyne (your teacher), who wants to check
the time of a reservation. You need to look for the information in your computer.
Ask Mr. Coyne to wait while you get the information.

Talk 3

One of your company's clients is supposed to meet your colleague Wayne at 11:30.
The client (your teacher) calls to say that she will be fifteen minutes late for the meeting.
Wayne is out of the office at the moment.
Promise that you will tell Wayne about the delay when he gets back.

WORDS & PHRASES

単・熟語表現の紹介

» shortly / 間もなく » get hold of / ~と話をする、~と連絡をとる » hold on / 電話を切らないで待つ » notify / 知らせる
» go ahead / 続ける、先に進む » conduct / 行う » sign up for ~ / ~に申し込む » take part in ~ / ~に参加する

HOMework

Writing 1

You are going on a business trip for several days.
Your colleague John may need to contact you during the trip.
He has your mobile phone number, but he may not be able to reach you on it.
You will also be checking your office phone messages every day.
Write an e-mail to John suggesting that he can leave a message on your office phone
instead of calling your mobile phone.

Writing 2

You are a manager at a software company. You received an e-mail from the president
announcing that the company has agreed to take over another company.
The president has asked all managers to inform their teams of the news.
Write a reply promising that you will pass on the information to your team.