



**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!

Shaun I think that brings us to a good stopping point for today, Mary.  
We've \_\_\_\_\_ the two principle issues,  
financing and management.  
It's \_\_\_\_\_, so I suggest we \_\_\_\_\_ any outstanding matters another time.

Mary \_\_\_\_\_ We \_\_\_\_\_ need to work out a detailed \_\_\_\_\_.  
We can pick up where we left off early next week.

Shaun \_\_\_\_\_ I'll put what  
we've decided in writing and send it to you tomorrow afternoon.  
I'd also \_\_\_\_\_ show a \_\_\_\_\_ of the contract to our legal department.  
\_\_\_\_\_ draft that and send it to me before our next meeting?

Mary \_\_\_\_\_ You should have it by \_\_\_\_\_, if not sooner.

Shaun Thank you. Well, we didn't get as far as we hoped today,  
but I still feel we made progress.  
When \_\_\_\_\_ again, Mary? Monday morning?

Mary Monday is \_\_\_\_\_, Shaun. I'll \_\_\_\_\_ at 9:30 A.M.

**FOLLOW UP QUESTIONS** | 関連情報

Question 1

» What topic will Shaun and Mary discuss at their next meeting?

Answer 1

- a. Management
- b. Financing
- c. A production schedule
- d. A progress report

Question 2

» What does Shaun ask Mary to do?

Answer 2

- a. Begin writing a contract
- b. Contact the legal department
- c. Revise a payment schedule
- d. Meet him again tomorrow

## 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 designer (your teacher) to create a new web site for your company. You have reached a preliminary agreement on the overall schedule and payment terms, but have not yet decided the deadlines for each stage of the project. Suggest finishing the meeting and discussing the deadlines at a later meeting.

### Talk 2

You are negotiating to lease a large number of copy machines from a supplier (your teacher). You have agreed on the price and installation schedule. End the meeting at this point and suggest discussing the maintenance service plan next week. Offer to send a written summary of your agreement so far, and ask the supplier to create a rough draft of a leasing agreement between your two companies.

### Talk 3

You work for an event-planning company. You are negotiating with a staffing agency representative (your teacher) to hire 100 temporary employees for a large, three-day event. You have reached a general agreement on the fee for providing staff for the event, but still need to negotiate a separate fee for orientation and training. Suggest returning to that issue in a later meeting. End the discussion on a positive note.

## WORDS & PHRASES | 単・熟語表現の紹介

- » principle / 原則    » outstanding / 未解決の、懸案の    » work out / 解決する、考案する    » detailed / 詳細な  
» pick up where we left off / 続きをする    » put ~ in writing / ~を書面にする    » draft / 草案を作成する  
» if not / もしそうでなければ

## HOMEWORK

### Writing 1

You have just spoken to Carole Willis, a talent agent, about hiring a band to perform at your company's year-end holiday party. You've negotiated a \$1,500 fee for a five-piece band to play for three hours. Write a follow-up e-mail to Ms. Willis, promising that you'll send a detailed schedule for the party by the end of the week. Ask her to make a rough draft of a contract for you.

### Writing 2

You began a negotiation with Martin Feldman, a salesperson for a training company, to organize and run a time-management seminar for your company. Unfortunately, you had to cut the meeting short because you had to leave for a business trip. You've agreed on a fee for the seminar, but you still need to discuss the contents in detail and decide on a date. Write an e-mail to Mr. Feldman and suggest another meeting next Tuesday morning.