

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!

Rebecca Good morning, _____.
I'm delighted that so many of you could _____ on such short notice.
For those of you who don't know me,
I'm Rebecca Ayers, the assistant director of personnel.

I'm here today to demonstrate how to use our new evaluation system.
We developed this to _____ a more powerful
and accurate _____ to appraise
the _____ of the employees you manage.
This new system will help you and your staff identify _____,
set clear goals for _____, and measure improvement.

This talk will be of particular interest to _____
who are leading project teams.
The new system includes a section that was _____ created for you.
Project team _____ is a special management _____,
and the new system will give you a more meaningful way
to assess employee performance in a project team context.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is the purpose of the presentation?

Answer 1

- a. To announce the selection of new project leaders
- b. To present results of a company-wide test
- c. To propose a new employee training system
- d. To describe a performance assessment system

Question 2

» Who is this talk directed to?

Answer 2

- a. Managers
- b. Customers
- c. Repair personnel
- d. New staff members

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 deputy manager of an automobile manufacturing plant.
You are about to give a presentation on plant safety to a group of new employees.
Introduce yourself, indicate the subject of the talk,
and emphasize that it is especially relevant to assembly line personnel.

Talk 2

You are the program manager for the Norton Academy of Business.
You are leading a sales training workshop.
You are about to demonstrate techniques for making appointments over the telephone.
Introduce yourself, indicate the subject of your talk, and emphasize that
it is especially relevant to salespeople who sell to companies in the IT industry.

Talk 3

You are the director of recruiting for Zadie.com, an online shopping site.
You are giving a presentation about job opportunities at Zadie.com.
Introduce yourself, indicate the subject of the talk,
and emphasize that it is especially relevant to people
who have experience in customer service.

WORDS & PHRASES | 単・熟語表現の紹介

- » delighted / 光栄だ、喜んでいる » short notice / 直前のお知らせ » accurate / 正確な » appraise / 評価する
» supervisor / 管理者 » identify / 確認する、識別する » meaningful / 有意義な、意味のある » context / 状況、文脈

HOMEWORK

Writing 1

You are the regional sales manager for MMB Enterprises.
You are going to give a two-hour presentation about negotiation strategies
to your company's sales personnel during a training workshop next month.
Write a short description of the presentation for the training department's Web page.
Emphasize that it is especially relevant to salespeople whose clients are large corporations.

Writing 2

You are the director of franchising for Kenny's Chicken, a fried chicken fast-food chain.
You are going to hold an event for prospective franchise owners
at the Crispin Hotel on Saturday, May 10. Write a short advertisement for the event.
Emphasize that it is especially relevant to people who want to be their own boss.