

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!

Jack Good morning. _____ Jack Copps,
and I'm the recruiting manager for Dorman Engineering.
I'm glad to see such a good turnout for my presentation this morning.
Dorman is always keen _____ talented young engineers,
and I hope the information I provide today will _____
if you are considering applying for a job with us.

The presentation is divided into three parts,
_____ aspects of the company.
In part one, I will briefly describe Dorman's mission, its founding,
and how it has evolved _____.
Following this introduction,
I will discuss some examples of major projects that
Dorman _____ in part two.
Lastly, in part three,
I will conclude by talking about our workplace environment
and the professional benefits of becoming a Dorman employee.
There will be _____ for questions at the end.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» Who is the talk intended for?

Answer 1

- a. Employees of Dorman Engineering
- b. Job seekers
- c. New recruits at a company
- d. Professors at a college

Question 2

» What will be covered
in the second part of the talk?

Answer 2

- a. Examples of projects
- b. Environmental issues
- c. Professional benefits
- d. The company's mission

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 giving a presentation on your company's sales results across the country. You have broken down the talk into four sections, covering different parts of the country (the western, eastern, central, and southern regions). Indicate the structure of the presentation to the audience (your teacher).

Talk 2

You work for a drug company. You are giving a talk to doctors about a new medicine. You will begin by describing the drug's effects, then you will compare it with similar medicines from other companies. Explain the sequence of topics to the audience (your teacher).

Talk 3

You are a management consultant. You are giving a presentation to a client (your teacher) who has asked you to analyze his company's operations. In your presentation, you will describe your analysis in detail. At the end, you will explain your recommendations. Describe how you will conclude the presentation.

WORDS & PHRASES | 単・熟語表現の紹介

» turnout / 出席者数 » glad / 嬉しい » keen / 熱望して » divide / 分ける » mission / 使命
» found / 創設する、設立する » evolve / 発展する » lastly / 最後に

HOMEWORK

Writing 1

You are scheduled to give a presentation at a conference on workplace health next month. One of the organizers, Ms. Jeffers, has e-mailed you to ask for information about it. Your talk is about health initiatives at your company. It has two sections – the first is about physical health, and the second is about mental health. Write a reply explaining the structure of your presentation.

Writing 2

You are organizing a marketing department meeting to discuss marketing strategy for a new product. The first half of the meeting will focus on developing creative ideas. The second half will focus on setting a budget and timeline. Write an e-mail to the attendees explaining the sequence of topics.