

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!

Matthew I've _____ my presentation into three parts.
First I'll address the goals of the Go Green office project.
Next, _____ the project timeline.
Last, I'll tell you what we need to make the project a success.
So, my agenda is : Goals, Timeline, and Needs. _____ ?

OK, let's get started.
First, regarding goals, _____ reduce the amount of paper we use by 25% by the end of the second _____ of this year, and cut electricity usage by 15% simultaneously.
_____ paper consumption, our _____ are to promote digitization and increase reuse when printouts are necessary.
For power savings, we simply want to _____.

Let me move on to my next topic, the timeline.
We _____ an education program next month.
As I mentioned earlier in my presentation, we want to encourage digitization, so the education program will be _____.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is the second item on the agenda?

Answer 1

- a. The targets
- b. The budget
- c. The schedule
- d. The requests

Question 2

» What is one of the goals?

Answer 2

- a. Reduce the amount of digitization
- b. Increase paper supplies
- c. Find cheaper sources of power
- d. Decrease the demand for new paper

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 delivering a presentation on the history of your company. You plan to talk about the family who started the business, then discuss important events. Lastly, you'll show how much the company has grown. Present your agenda and use a signpost for your first topic.

Talk 2

You are a salesperson for a camping equipment supply company. You are presenting a business update. You've just presented your achievements in the last quarter. The next item on your agenda is your plans for the next quarter. Make a transition.

Talk 3

You operate a printing company located in a large office tower. You are giving a presentation to your staff, explaining the plan for next year. You have discussed the financial targets and now you're talking about your sales strategy. You plan to focus your sales activity on the companies with offices in your building. Refer back to your financial target to explain why you need to find at least three new customers.

WORDS & PHRASES | 単・熟語表現の紹介

» address / 話す、伝える » timeline / スケジュール、タイムライン » usage / 使用 » simultaneously / 同時に

» consumption / 消費 » trim waste / 無駄をなくす » encourage / 奨励する、推進する

» in terms of ~ / ~に関して、~の視点から

HOMEWORK

Writing 1

You need to write a report on meeting you had today. In the meeting, you talked about a plan to recruit a new assistant. You agreed on a job description, minimum qualifications, and an interview schedule. Write the first paragraph of the report, explaining the topics and use a signpost to introduce the next paragraph.

Writing 2

You are writing a memo to staff about a change to the prices in the cafeteria. You have written a paragraph explaining the reasons for the price increases. Next, you are going to write a paragraph giving details about the price changes. Write a transition to the next topic. Then, refer back to your earlier point about the increase in the cost of ingredients to explain why prices will increase 15%-20%.