

Arranging schedules

スケジュールを調整する

OBJECTIVES

⋮ To propose an appointment time
⋮ 約束の時間について提案する

⋮ To indicate unavailability
⋮ 都合が悪いことを示す

⋮ To settle on a date and time
⋮ 日時について合意する

EXERCISE 1

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

Michelle Hello, Mr. Summers?

It's Michelle Hanlon from Interway Investment.

We want to hold another global HR strategy seminar this spring,
and I'd like to ask your company to present it.

Could we find a time to meet and discuss this?

Chris Hello Ms. Hanlon.

It would be our pleasure to work with you on another seminar.

I would be happy to visit you sometime next week to talk about it.

Would Monday the 18th be convenient for you?

Michelle Unfortunately, **I'm out of the office all day on the 18th.**

Would any other day that week work for you?

Chris I'm wide open on Wednesday and Thursday.

Do either of those days suit you?

Michelle **Let's make it Thursday the 21st, then.**

Say, 9:30? We shouldn't need more than about two hours.

Chris Thursday from 9:30 to 11:30 it is.

I'll send you a confirmation by e-mail.

In the meantime, I'll look into our instructors' availability this spring.

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!

Michelle Hello, Mr. Summers?
It's Michelle Hanlon from Interway Investment.
We want to ___ another global HR strategy seminar ___,
and I'd like to ask your company to ___ it.
Could we find a time to ___ this?

Chris Hello Ms. Hanlon.
It would be ___ to work with you on another seminar.
I would be happy to visit you ___ to talk about it.
Would Monday the 18th be ___ you?

Michelle ___, I'm ___ all day on the 18th.
Would any other day that week ___ you?

Chris I'm wide open on Wednesday and Thursday.
Do ___ those days suit you?

Michelle ___ Thursday the 21st, then.
Say, 9:30? We ___ more than about two hours.

Chris Thursday from 9:30 to 11:30 ___.
I'll send you a confirmation by e-mail.
In the meantime, I'll ___ our instructors' ___ this spring.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What will Mr. Summers and Ms. Hanlon discuss at their meeting?

Answer 1

- a. Feedback from a seminar
- b. The sale of a company
- c. Some test results
- d. An upcoming event

Question 2

» What does Mr. Hanlon indicate about the meeting?

Answer 2

- a. It is not necessary.
- b. It will not be long.
- c. It will take place in the afternoon.
- d. It was postponed.

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 work for a real estate agency. When you came to work this morning, there was a message on your answering machine from someone (your teacher) who would like to look at an office space that is available a couple of blocks away from your agency. Call the person and suggest a date and time to meet him there.

Talk 2

The manager of your department (your teacher) wants you to interview a candidate for an office assistant position. Your schedule next week is quite full as follows.

Mon : Out of the office all day
Tue : 9:00-12:00 Meeting. 3:00-5:00 Appointment at a client's office
Wed : 1:00-4:00 Training workshop
Thu : 3:00 Leave work early for a dentist's appointment
Fri : 12:00-1:00 Lunch with a client.

Talk to your manager and find a time to conduct the interview.

Talk 3

You are an attorney at a law firm. Someone (your teacher) calls you and asks for a consultation on intellectual property. You and one other colleague specialize in this area. Work out a date and time when you can meet this person.

WORDS & PHRASES | 単・熟語表現の紹介

» strategy / 方略 » find a time / スケジュールを調整する、時間を見つける » my pleasure to ~ / ~できて嬉しい

» happy to ~ / 喜んで~する » wide open / スケジュールが空いている » say / 例えば » confirmation / 確認

» in the meantime / 一方で、その間

HOMEWORK

Writing 1

You are a salesperson. You'd like to demonstrate a new product for your customer, Kirby Nelson. Send an e-mail to Mr. Nelson and ask if you can meet with him at 9:30 on Thursday morning.

Writing 2

Leslie Hickman is organizing a tour of your company's plant. She wants you to help guide the tour. She sent you an e-mail earlier today and suggested holding the tour on either July 8, 9, or 10, between 2:00 P.M. and 4:00 P.M. Write her back and let her know which date and time suits your schedule.