



**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!

To : Karen Blake  
From : Jeff Lafitte  
Subject : Inquiry about a possible project  
Date : September 14  
-----

Dear Ms. Blake,

I'm writing \_\_ \_\_ \_\_\_\_\_ of Keith Dunham from Newcraft Hydraulic.  
My name is Jeff Lafitte,  
deputy manager of \_\_\_\_\_ at Ardent Brake in Hattiesburg, Mississippi.  
We are \_\_\_\_\_ to revamp our training program for factory personnel  
and want to \_\_\_\_\_ video as a component.  
Mr. Dunham was very \_\_\_\_\_ with the training video  
you directed for him \_\_ \_\_\_\_, and he spoke highly of you.

I \_\_\_\_\_ to discuss this \_\_ more detail \_\_ \_\_\_\_\_.  
I would be \_\_\_\_\_ if you could \_\_\_\_\_ at (601) 485-3325.  
We will implement the new training program \_\_\_\_\_,  
so time is short.  
If we can agree \_\_\_\_\_ on the budget that will be needed, including your \_\_\_\_,  
I would like to invite you to Hattiesburg to \_\_\_\_\_ the next steps on this project.  
I \_\_\_\_\_ hearing from you.

Best regards,  
Jeff Lafitte

**FOLLOW UP QUESTIONS** | 関連情報

Question 1

» What is Jeff Lafitte planning to do?

Answer 1

- a. Go to work for Keith Dunham
- b. Update a training process
- c. Adapt a video for a TV commercial
- d. Film a commercial advertisement

Question 2

» What will Mr. Lafitte and Ms. Blake most likely talk about next?

Answer 2

- a. Ardent Brake's advertising budget
- b. Hiring policies for new employees
- c. Safety procedures at Ardent Brake
- d. The cost of a project

## 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

Your company, JB Plastics, is planning to redesign its web site. One of your customers, Thea Bennet of Cole Electronics suggested that you contact a web programmer named Roberto Hara (your teacher). Mr. Hara created Cole Electronics' web site last year, and Thea Bennet said he did good work. Call Mr. Hara and mention Ms. Bennet's referral.

### Talk 2

You are a salesperson for Ortiz & Sons Printing. You received an e-mail from Gilda Katz, the office manager at Clabber Golf Supply, asking for a quotation on a printing job. Call Ms. Katz and leave a message asking her to call you back at 555-9902.

### Talk 3

You are the HR manager at Sanoff Beverage. Your company is advertising an open position for sales associate, and you have received a resume from Martha Steuben, who seems like a suitable candidate. Call Ms. Steuben and leave a message for her. Invite her to an interview at your office and ask her to call you back to set a time.

## WORDS & PHRASES

単・熟語表現の紹介

- » deputy / 副    » revamp / 改良する    » component / 構成要素    » pleased / 喜んで    » direct / 監督する  
» speak highly of / 称賛する    » implement / 実施する    » short / 短い

## HOMEWORK

### Writing 1

Your company, Crunchy Pet Food, is transferring you to its branch office in Bangkok next year. You want to take Thai lessons. Bruce Day from JCM Marketing, your former company, studied Thai with a teacher named Ms. Alinda Thakan. Bruce told you that her lessons were very effective and enjoyable. Write an e-mail to Ms. Thakan to introduce yourself. Mention the referral from Bruce Day and invite Ms. Thakan to your office to discuss scheduling private lessons for you. Ask her to call you to set up a time.

### Writing 2

You work for Sunshine Real Estate in Phoenix, Arizona. Last year, the Flagstaff branch of Sunshine made a radio commercial with Shelly Coleman, a local producer. The manager of the Flagstaff branch, Luis Amado, said Ms. Coleman's work was outstanding. Write an e-mail to Ms. Coleman to introduce yourself. Mention Luis Amado's referral and invite Ms. Coleman to your office to discuss making a radio commercial for your branch. Ask her to call you to set up a time.