

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 : Wayne Newman, Enterprise Training
From : Melissa Zipp
Subject : Workshop
Date : January 16

Hi Wayne,

Thank you for your inquiry ____ organizing a time management _____
in late March or early April.

In fact, my schedule happens to have some _____ within that time frame.
I could __ _____ to lead a two-day workshop then,
provided it __ ____ in the Portland area.

I need some information before I can quote you a ____ for the workshop.
Specifically, could you let me know the number of participants?

I _____ if you're not sure __ ____ _____,
but even a rough approximation _____.

_____, I have a new book coming out next month,
_____ my future workshops will incorporate as a _____.

_____ participants will be required to _____ it, at \$19.99 per person.
I may be able to arrange for a _____ _____ book price for large groups.
Let me check with the publisher and follow up with you on that later.

Best regards,
Melissa Zipp
Zipp Associates

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What condition does Melissa Zipp indicate
about the workshop?

Answer 1

- a. It must take place near Portland.
- b. It must start before her book is published.
- c. It must be more than two days long.
- d. It must have at least 19 participants.

Question 2

» What does Melissa Zipp offer?

Answer 2

- a. A replacement instructor
- b. A free book
- c. A possible discount on a text
- d. A reduced rate on the workshop

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 in an electronics store. A customer (your teacher) is interested in buying last year's model of video camera. The only unit you have left is the demonstration model, and you are willing to take 40% off the price for it. The customer asks for 50%. Indicate that you could sell it at half price, on the condition that he pay in cash.

Talk 2 You are a freelance translator. A prospective customer (your teacher) calls to ask for a price estimate for translating a company brochure into Japanese. Tell her that you need some specific information before you can give her a quote. Ask her for the number of pages and the deadline.

Talk 3 You are a salesperson for a training company. One of your clients (your teacher) asks you for a price estimate for a three-day sales workshop, to be held in three weeks. You need to check an instructor's schedule before you can answer. Promise to answer the question by tomorrow afternoon.

WORDS & PHRASES | 単・熟語表現の紹介

» inquiry / 問い合わせ » happen to do / たまたま～する » time frame / 期限、時間枠 » quote / 見積もり
» rough / 概略の、簡単な » approximation / 概算 » come out / 出版される » incorporate / 組み入れる

HOMEWORK

Writing 1 You are the events manager of the Verdana Hotel. You have received an e-mail from Lori Connor of Jez Electronics, asking for a price estimate to rent a hotel banquet room for a company event in July or August. Write her back, keeping the following points in mind.

- The banquet rooms are completely booked every weekend in July and August, but could be used if the event is on a weekday.
- Before you can present an estimate, you need to know whether the event will require catering.
- The hotel's main ballroom is being renovated, but may reopen in August. (You need some time to check on the progress of the renovations.)

Writing 2 Your company designs and installs computer networks. You have received an e-mail from Agnes Day, the owner of Day Trips travel agency. Day Trips is moving next month and needs a quote on a network for the new location. Ms. Day also wants to know how long the work will take. Write a reply to Ms. Day, keeping the following points in mind.

- The job will take only a few hours, if Day Trips chooses one of your standard network packages.
- Before you can give her a quote, you need to know how many computers Day Trips will be using.
- You might start a large project with another client soon. If the project gets underway before next month, you probably cannot accept the Day Trips job. You need to check with your other client about this.