

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 : Seth Watson
From : Barbara Rosenbaum
Subject : Urgent Request
Date : May 3

Hi Seth,

I need your assistance with an _____ .

We _____ wrap up the contract negotiations with Wilbur Corporation today, so we _____ resuming discussions _____ tomorrow morning at 9:00 A.M. Before the meeting reconvenes, I need a _____ for reference purposes.

Please _____ of our supplier agreement with Bayless Industries to my hotel in Atlanta, at 1 (555) 224-6400.

I will need it before I leave here at 8:30 A.M.,

so please send it _____ 8:00 A.M. _____ time.

This takes priority over other work, so you should send it _____ .

I will confirm receipt.

Also, I'd appreciate it if you would _____ rescheduling my return flight to London. I'm scheduled to depart at 2:00 P.M. tomorrow, but I need to postpone it to May 5.

Thanks for your _____ .

Best regards,
Barbara Rosenbaum
Vice President, Global Operations

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What document does Barbara need?

Answer 1

- a. A meeting agenda
- b. A travel schedule
- c. A business contract
- d. An accounting receipt

Question 2

» What was Barbara supposed to do tomorrow afternoon?

Answer 2

- a. Attend a negotiating session
- b. Fly back to London
- c. Meet with Bayless Industries
- d. Check in to a hotel

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 scheduled to have a meeting with your colleagues Kim (your teacher) and Matt in 30 minutes. However, you just received an urgent call which requires you to leave the office for the rest of the day. You have called Kim to tell her the meeting is canceled. Give Kim a direct instruction to call Matt and tell him about the change in plans.

Talk 2

You work in the communications department of a retail company. You have just noticed that some product information on your Web site is wrong. You have called the Web site content manager, Lee (your teacher), to explain the problem and ask him to fix it. Request that Lee take action promptly.

Talk 3

You recently ordered a desk lamp from an office furniture company. However, the lamp is defective. You have called the company's customer service department to complain about the product and ask for a replacement. Indirectly request that the customer representative (your teacher) send you a replacement.

WORDS & PHRASES | 単・熟語表現の紹介

» assistance / 手伝い、サポート » resume / 再開する » reconvene / 再結集する » reference / 参照
» receipt / 受領、受付 » take priority / 優先する » depart / 出発する » postpone / 延期する

HOMEWORK

Writing 1

You are the accounting manager at a company. You are working on a presentation. You need to include some financial data, but the data you have is from last year. You need Tammy, a member of your department, to provide this year's data. Write an e-mail directly instructing Tammy to send the information you need.

Writing 2

You work in the customer service department of a retail company. You receive an e-mail from a customer, Colleen Slater, who wants to know about the status of an order. She did not include the reference number in her e-mail, but you need this information to check the status. Write an e-mail to Ms. Slater and indirectly request the reference number.