

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 : All Dynero Employees
From : Margaret Dunahee
Subject : Emergency contact

To all managers and staff,

Please be advised that we will be implementing a new emergency contact system
__ __ June.

This system is _____ make sure that you are secure in a disaster.
We want to be geared up to _____ you
if a disaster occurs while you are _____ business.
Your cooperation with this project would be appreciated.

On June 3 (Friday) you will receive an e-mail from info@safetybase.com.

The e-mail will _____
to an online form asking you to _____ your contact _____.

It will also ask for contact details
for a designated member of your immediate family _____.

There is a good reason for this request.

It is so that if we are unable to contact you,
we will _____ your designated contact,
in order to _____ they know your whereabouts.

Please contact me _____ if you have any questions.

Best regards,
Margaret

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is the topic of the memo?

Answer 1

- a. An update on a disaster situation
- b. A new member of the emergency planning committee
- c. A plan to contact employees in an emergency
- d. A change to the travel expense budget

Question 2

» What will the e-mail
from info@safetybase.com include?

Answer 2

- a. An outline of the costs of the program
- b. The names of all employees
- c. Passwords for the new system
- d. A link to a survey

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 in a teleconference and you want to make an announcement. Your branch of the company will close for three days in order to renovate your office. You need the other branch managers to help meet customer needs while your office is closed. Make the announcement and ask for cooperation.

Talk 2

You are an apartment building manager. You need to tell the tenants of your building about the implementation of a new security system. Tenants will need to meet guests at the entrance and sign them in. There has been an increase in crime recently, and you think this may help reduce crime. Make the announcement, ask for cooperation, and emphasize the request.

Talk 3

You need to speak to your team to explain a new policy. Your company's dress code has changed, and staff must now wear suits every day. You think it's important to appear more professional than your competitors. Make the announcement, ask for cooperation, and emphasize the request.

WORDS & PHRASES | 単・熟語表現の紹介

» please be advised that ~ / ~をお知らせします » secure / 安全な » disaster / 災害 » geared up / 準備をして
» link / リンク » contact details / 連絡先 » designated / 指定された » whereabouts / 所在、居場所

HOMework

Writing 1

You need to write an e-mail to your staff to explain a new rule. Now, salespeople must report on their activities weekly, instead of monthly. You think closer tracking of sales work will help you strategize more effectively. Make the announcement, ask for cooperation, and emphasize the request.

Writing 2

You are writing a memo to employees about a change to the bonus system. Now, half of the bonus money will be given to top-performing teams, and half will be allocated individually. You think this will encourage teamwork. Make the announcement, ask for cooperation, and emphasize the request.