

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!

Anne Hello Justin.
I'm phoning because I _____ keep our appointment tomorrow.
Some _____ business came up and I have to _____ it right away.
Can we reschedule your software demonstration?
I have some time on Thursday and Friday.

Justin _____ I can't do it on _____ those days, Anne.
My _____ is tight this week.
But I could fit you in next Monday or Tuesday morning.

Anne _____, those days are rather hectic for me.
Could we make a tentative plan to meet Tuesday?
I will have a _____ that morning, but the time hasn't been set yet.

Justin That's _____.
When will you know what time you can do the demonstration?

Anne I _____ be able to _____ a time by the end of the day today.

Justin Good. I'll leave my schedule open on Tuesday morning,
and wait to _____ later today to confirm the time.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is the reason for Anne's call?

Answer 1

- a. To postpone an appointment
- b. To cancel a product delivery
- c. To demonstrate some telephone equipment
- d. To reserve a meeting room

Question 2

» What does Justin agree to do on Tuesday?

Answer 2

- a. Return a call
- b. Meet with Anne
- c. Take part in a conference call
- d. Install some software

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 and a colleague (your teacher) are responsible for putting out the company's monthly e-newsletter. You planned to meet tomorrow to go over the content, but some urgent business has come up. Call your colleague and cancel the meeting.

Talk 2

Your boss (your teacher) was supposed to meet with you this afternoon to discuss a new accounting procedure that will be implemented in January. She wants to reschedule the meeting for tomorrow or Wednesday, but you are busy all week.

Talk 3

You and a co-worker (your teacher) will be conducting a resource management workshop for company employees. You need to meet to discuss the workshop sometime tomorrow or the next day. You are expecting a call from an important customer on one of those days, but you're not sure what time yet. Make a tentative plan to meet with your co-worker.

WORDS & PHRASES

単・熟語表現の紹介

» phone / 電話をかける » come up / (問題などが) 生じる » tight / きびしい、タイトな » fit in / スケジュールに入れる
» rather / かなり » hectic / 非常に忙しい » set / 設定する » leave open / (スケジュールなどを) 空けておく

HOMework

Writing 1

You work for a restaurant franchise. The day after tomorrow, sales representatives from a company that supplies cappuccino makers are planning to visit your office and demonstrate one of their machines. However, some urgent business has come up that requires you to fly to Montreal that day. Write an e-mail to Mary King, your contact at the company, and reschedule the appointment.

Writing 2

Write an e-mail to Lucas White, an editor at Flash Fashion magazine. Explain to him that you cannot be interviewed about your company's new line of apparel on June 2. Although you previously agreed to meet with him on this date, you now have to attend an important function with your company's CEO.