

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!

Mark Hi Hana, Mark here.
I _____ Chris Dobbs at the warehouse.
Apparently, they have a problem.
The winter _____ that arrived yesterday is taking up more _____ than they _____.
He said they were running out of _____.

Hana We're _____ another shipment of coats this afternoon.
Are you saying there's nowhere to put them?

Mark There's _____ enough space at the warehouse for about _____.

Hana Well, _____ keep the other half here at _____?
We can _____ a _____ meeting rooms for _____.

Mark They're too small, Hana.
_____ if they were big enough, we wouldn't have anyplace to meet _____.

Hana That's _____.
Well, I'll call Karen Fulton, my old _____.
She _____ a _____ company on Lakeshore Drive.
Maybe she has space _____.

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What is the problem?

Answer 1

- a. A defective product
- b. A customer complaint
- c. A delayed shipment
- d. A lack of room

Question 2

» What will Hana most likely do next?

Answer 2

- a. Send an e-mail to Chris Dobbs
- b. Deliver an order
- c. Go to the warehouse
- d. Contact a former colleague

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

Flora Jackson, a colleague of yours, is in China setting up a new branch office. She told you the following things

The renovation of the building is behind schedule./
The cost of office furniture is higher than expected./The traffic in the area is very bad.

Report these problems to your supervisor (your teacher).

Talk 2

You are organizing a training session for new employees. It is scheduled to take place from 9:00 to 4:00 next Tuesday. One of your co-workers (your teacher) tells you about some problems

The training materials will not arrive until Wednesday. / All of the meeting rooms are fully booked on Tuesday. / The trainer cannot arrive until Tuesday afternoon.

Restate each of these problems as your co-worker reports them.

WORDS & PHRASES | 単・熟語表現の紹介

- » hear from ~ / ~から連絡がある » take up space / 場所をとる » expect / 予想する » run out of ~ / ~がなくなる、不足する
» about to do / ちょうど~しようとするところだ » evidently / 見たところ、明らかに » or so / その程度 » old / 昔の、元の

HOMEWORK

Writing 1

You are an HR manager. Your department has organized a team-building exercise for executives in Bangkok. Your assistant, Gretchen Falk, is in Bangkok overseeing the event. She has told you about a number of problems.

There was no transportation from the airport - the participants had to take taxis to the hotel. / The seminar rooms in the hotel are too small. /
Not enough vegetarian meals are available.

The trainer was 10 minutes late on the first day. Write an e-mail to the training company and report these problems. Ask for a partial refund in compensation.

Writing 2

You are an advertising executive. Jete Cosmetics has asked you to plan a campaign for its new perfume, Sublime. Jete wants to approach Silvio Beltran, a famous film director, to make a series of TV commercials for Sublime. Write an e-mail to Carl Peters, the marketing director of Jete Cosmetics, to explain why this is a bad idea

Silvio Beltran never makes TV commercials. / He is extremely busy with movie projects now. / Juicy Gum's advertising budget is too small for TV commercials. / TV commercials are not as effective as magazine advertisements to promote perfume.