

報告するときの表現



Lesson Objectives

Ask someone if they have time
時間があるか尋ねる

Check someone's availability
予定について尋ねる

Exercise 1 Repeat after your teacher with a smile.
先生の後に続いて笑顔で読みましょう。

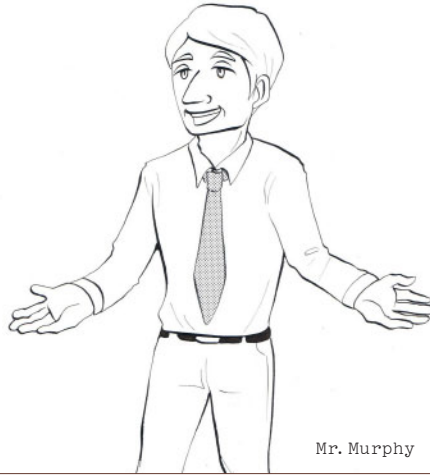
1	<p>Question</p> <p>Mr. Murphy, do you have a minute? Do you have a moment?</p>	<p>Answer</p> <p>Sure, Catherine. Sure.</p>
2	<p>Question</p> <p>Will you be available around three tomorrow? What day will you be free for a meeting?</p>	<p>Answer</p> <p>I think so. Maybe, Monday at 9 am.</p>

Exercise 2

Role-play: Teacher will be Catherine. Student will be Mr. Murphy. (Switch roles after you read the dialogue)
 役割(講師>Catherine/生徒>Mr. Murphy)にあわせて文章を読みましょう! ダイアログを読んだ後は役割を交代しましょう。



Catherine



Mr. Murphy

1 Catherine Mr. Murphy, do you have a minute?

Mr. Murphy Sure, Catherine. What is it?

2 Catherine I just came back from a meeting with Jack from STU (company name).
I thought I would give you an update.

Mr. Murphy Yes, I need that. I can make some time tomorrow.

3 Catherine Will you be available around three tomorrow?

Mr. Murphy I think so. Can you call me in the morning to reconfirm?

Catherine Yes, I will.

覚えよう! | Words & Phrases

What is it? / どうしたんですか? 何でしょう? just came back from ~ / ~から帰ってきたばかり update / 最新情報

meeting with ~ / ~との会議、~との打ち合わせ make some time / いくらか時間を作る、いくらか時間を取る

Exercise 3

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！

1 Catherine Mr. Murphy, do you have _ _____ ?

Mr. Murphy Sure, Catherine. ____ is it?

2 Catherine I ____ came back from a meeting with Jack from STU.
I thought I would give you an update.

Mr. Murphy Yes, I need that. I can make some time tomorrow.

3 Catherine Will you be _____ around three tomorrow?

Mr. Murphy I think so. Can you call me in the morning to _____ ?

Catherine Yes, I will.



Follow-up Question / True or False

1 Mr. Murphy is available now. True or False?

2 Catherine will call Mr. Murphy tomorrow. True or False?

Additional Lesson

Continue practicing expressions used to report things.



Writing

Write about how you report to your boss.