



**Exercise 2** Role-play : Teacher will be Emma. Student will be Jack. (Switch roles after you read the dialogue)  
 役割(講師>Emma / 生徒>Jack)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。



Emma



Jack

1 Emma Jack, can I talk to you for a second?  
 You filed these documents, right?

Jack Yes.

2 Emma I'm not happy with them. They're not sorted by categories.

Jack I'm sorry. I thought I did it the way you instructed me.  
 But I'll check it again.

3 Emma Please do that.  
 They need to be organized so that everybody can find things easily.

Jack Of course.

覚えよう! | Words & Phrases

file / (書類などを)とじ込む、ファイルする not happy with ~ / ~に満足していない、~に不満を感じている

sorted by ~ / ~別に分類される category / 種類、分類上の区分、カテゴリー instruct / 指示する、指導する

### 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 Emma Jack, can I talk to you \_\_\_\_\_?  
You \_\_\_\_\_ these documents, right?

Jack Yes.

2 Emma I'm not \_\_\_\_\_ them. They're not \_\_\_\_\_ categories.

Jack I'm sorry. I thought I did it the way you instructed me.  
But I'll check it again.

3 Emma Please do that.  
They need to be \_\_\_\_\_ so that everybody can find things easily.

Jack Of course.

#### Follow-up Question / True or False

1 Emma is happy with Jack's work. True or False?

2 Jack will do the work again. True or False?

#### Additional Lesson

Talk about how you usually complain.



#### Writing

Write about a situation when you complained to someone.