

不在の人物が戻って来たときの表現



Lesson Objectives

Inform the recipient about the call
 電話があったと伝える

Give a message from a caller to someone
 伝言を伝える

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。

<p>1 Question</p> <p>I have a message for you Mr. Woodford. Is this a good time?</p>	<p>Answer</p> <p>Yes, it is.</p>
<p>I have a message for you Ms. Dewan. Is this a good time?</p>	<p>Yes, please.</p>
<p>2 Question</p> <p>Mr. Jack Middleton from STU corporation called for you while you were on another line, and said he would like you to call him back.</p>	<p>Answer</p> <p>OK. Did he give you his telephone number?</p>
<p>Ms. Jean Dewan called about a lunch meeting while you were in a conference, and said she would like you to call her back.</p>	<p>Okay, I'll give her a call. Thank you.</p>

Exercise 2

Role-play : Teacher will be Mr.Woodford. Student will be Operator. (Switch roles after you read the dialogue)
 役割 (講師>Mr.Woodford / 生徒>Operator) 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。



Mr. Woodford



Operator (Risa)

1

【The extension line is ringing】

Mr.Woodford Hello. This is Woodford.

Operator Hello, this is Risa the operator.
I have a message for you Mr.Woodford. Is this a good time?

Mr.Woodford Yes, it is.

2

Operator Mr. Jack Middleton from STU corporation called for you while
you were on another line,
and said he would like you to call him back.

Mr.Woodford OK. Did he give you his telephone number?

Mr.Woodford I think I have his business card.
But, it would be convenient if you've got his number.

3

Operator Yes, I have it. Do you have something to write with?

Mr.Woodford Yes, go ahead.

Operator His number is 555-0061.

Mr.Woodford OK, 555-0061. Is that correct?

Operator Yes, that's correct.

Mr.Woodford OK. Thanks, Risa.

覚えよう! | Words & Phrases

Is this a good time? / 今、お時間よろしいですか? ~ called for you. / ~さんからあなた宛に電話がありました。

I've got a message (for ...) from ~. / ~さんから(…さん宛に) 伝言を預かりました。

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

【The extension line is ringing】

Mr.Woodford Hello. _____ Woodford.

Operator Hello, this is Risa the operator.
I _____ a _____ for you Mr.Woodford. Is this a _____ ?

Mr.Woodford Yes, it is.

2

Operator Mr. Jack Middleton from STU corporation called for you while
you _____ on _____,
and said he would _____ you to _____ him _____.

Mr.Woodford OK. Did he _____ you his telephone number?
I think I have his _____.
But, it would be _____ if you've got his number.

3

Operator Yes, I have it. Do you have _____ to _____ ?

Mr.Woodford Yes, _____.

Operator His number is 555-0061.

Mr.Woodford OK, 555-0061. Is that _____ ?

Operator Yes, that's correct.

Mr.Woodford OK. Thanks, Risa.



Follow-up Question / True or False

- 1 Risa is calling Mr.Woodford at his extension number. True or False?
- 2 Risa doesn't have Jack Middleton's telephone number. True or False?

Additional Lesson

Do you think your communication expenses have risen in the past few years? If so, how would you try to save on expenses?



Writing

Write about your favorite movies.