

Daily Life-Day 60



不在中の応対を頼むときの表現



Lesson Objectives

Tell someone that there may be a call while you are away

不在時に電話があるかもしれないことを伝える

Ask a person to deal with a phone call while you are out

不在中の電話の応対を頼む

Exercise1

Repeat after your teacher with a smile.

先生の後に続いて笑顔で読みましょう。



Question

Mr. Tanaka of XYZ company might call while I'm away from the desk.

Mr. Nakamura of ABC company might call while I am in the meeting.

Answer

Do you want me to put his call through to you?

2

Question

I don't want to be interrupted during the meeting. Can you take a message from him for me?

I am expecting a call from STU Company. Could you take a message for me, Lance? Answer

OK. If he calls, I will take a message.

No worries. I'll take care of it.

Elementary Daily Life-Day 60



Exercise 2

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



[At the office]

Catherine, I'm attending a meeting at 2:00 in meeting room A. Mr. Murphy And, Mr. Tanaka of XYZ company might call

while I'm away from the desk.

Cotherine Do you want me to put his call through to you?

No, I don't want to be interrupted during the meeting,

as this is an important one. Can you take a message from him for me? Mr. Murphy I think he is calling about a discount rate as I asked him about that

Cotherine OK. If he calls, I will take a message.

in the morning.

Mr. Murphy Thanks. And tell him that I will call back after the meeting.

Cotherine OK. Around what time will the meeting be finished?

I think it won't take more than two hours so, Mr. Murphy it should be wrapped up by 4:00.

覚えよう! Words & Phrases

attend a meeting / ミーティングに参加する。 I don't want to be interrupted. / 私は邪魔されたくありません。

while I'm away from the desk / 私が席を外している間に、職場から離れている間に call ~ back / ~に電話をかけ直す



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		【At the office】	
	Mr. Murphy	Catherine, I'm a meeting at 2:00 in meeting And, Mr. Tanaka of XYZ company might call while I'm the desk.	g room A.
	Catherine	Do you want me to his call to you?	
2	Mr. Murphy	No, I don't want to during the meeting, as this is an important one. Can you a from I think he is calling about a as I he in the morning.	m him for me?
	Catherine	OK. If he, I will take a message.	
3	Mr. Murphy	Thanks. And tell him that I will after the me	eeting.
	Catherine	OK. Around will the meeting be?	
	Mr. Murphy	I think it won't more than two hours so, it should be by 4:00.	
	Follow-up	Question / True or False	
	1 M	r. Murphy is attending a meeting.	True or False?
	2 Tł	ne meeting will be finished by 2:00	True or False?
	A	Do you sometimes watch videos or mo on your cell phone or smart phone?	vies



Writing

Write about programs you are watching or have watched recently.