

# aily Life-Day 65



### 電話で日程を調整するときの表現



## Lesson Objectives

Start to talk about a main subject 用件について切り出す

Ask someone if he can attend the meeting or not 会議に出席できるかどうかを尋ねる

Suggest the time for the meeting 会議の日程を提案する

## 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。



Question

What's up?

Answer

I'm calling about the meeting with Narita corporation on Friday.

I'm calling about the meeting with ABC corporation on Monday.

Question

So, is it possible for you to attend the meeting with me instead of her?

Is it possible for you to attend tomorrow's meeting?

Answer

What time will the meeting be held?

Yes, it is.

No, it isn't.

Question

How about going over things tomorrow, let's say 10:00 am?

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How about havning a meeting at 11:00 tomorrow?

Answer

That'll be convenient for me.

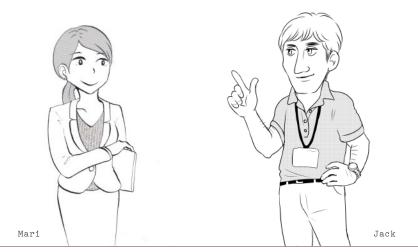
## Elementary Daily Life-Day 65



## Exercise 2

Role-play: Teacher will be Mari. Student will be Jack. (Switch roles after you read the dialogue)

役割 (講師≫Mari/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。



1	[Jack answers an extension line]			
	Mari	Hello Jack? This is Mari.		
	Jack	Hi Mari. What's up?		
	Mari	I'm calling about the meeting with Narita corporation on Friday.		
	Jack	Uh-huh.		
2	Mari	Emma was supposed to attend with me but she called in sick and cannot come to work the week.  So, is it possible for you to attend the meeting with me instead of her?		
	Jack	What time will the meeting be held?		
3	Mari	It will start at 1:30pm.		
		OK. I think I can be at the meeting. I don't have a particular schedule		



Jack

OK. I think I can be at the meeting, I don't have a particular schedule on that day. Will you brief me on the meeting beforehand?

Mari

Of course. Thanks for helping out.

How about going over things tomorrow, let's say 10:00 am?

Jack That'll be convenient for me.

### 覚えよう! Words & Phrases

extension line / (電話の) 内線 I'm calling about ~. / ~についてお電話しています。 call in sick / 病欠の電話を入れる

come to work / 出勤する、出社する particular plan / 特別な予定  $brief \sim on \cdots / \sim$ について(概要を)説明する

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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	(Jack answers an extension line)			
	Mari	Hello Jack? This is Mari.		
	Jack	Hi Mari?		
	Mari	I'm with Narita corporation on F	riday.	
	Jack	Uh-huh.		
2	Mari	Emma was with me but she and cannot the week.  So, is it for you the meeting with me		
	Jack	What time will the meeting be held?		
3	Mari	It will 1:30pm.		
	Jack	OK. I think I can be at the meeting, I don't a on that day. Will you me the meeting ?		
	Mari	Of course. Thanks for out going over things tomorrow, let's say 10:00 am?	)	
	Jack	That'll be for me.		
<b>\rightarrow</b>	Follow	-up Question / True or False		
	1	Mari is asking Emma if she can attend the meeting.	True or False?	
	2	Mari is going to explain to Jack about the meeting tomorrow.	True or False?	
	Α	dditional Lesson  If no, which country do you want to visit?	ou go?	



Write about why you are studying English.