A. Common Mistake （よくある間違い）

Read the article below and see if you can improve it.

下の文章を読んで、改善できる点はなか探してみましょう。

Steve: Remember the points I made earlier: Firstly, to stay ahead of our competitors we have to find a way into these new markets. Secondly, we need to develop a strong strategy.

Kei: Yes, the strategizing segment was good.

Steve: In short, we need to stay on track, and go through each one of the steps illustrated on the chart and in the report.

Bob: Yes, the chart is a good reference.

Steve: Thanks for coming today.
B. **Today’s point**

Check those points with your tutor.

When summing up the main points of a presentation, the following expression can be useful: “I’ve attempted to explain here that...”

In order to emphasize the most important points of a presentation, it’s convenient to say, “Before I finish, I would like to stress/reiterate that...”

C. **Natural Conversation**

Read the following sentences with your tutor keeping today’s points in mind.

Steve: I’ve attempted to explain here the two points; First, to stay ahead of our competitors, we have to seek inroads into these markets. Secondly, we need to develop and adhere to a strong sales and marketing strategy.

Kei: Yes, the strategizing segment was useful.

Steve: Before I finish, I would like to stress that we really need to focus and stay on track. We cannot neglect any of the steps illustrated on the chart and in the report.

Bob: Yes, I think the chart will be a good reference.

Steve: I appreciate you all coming today; I know how busy everyone is this time of year.
D. Practice (練習問題)

Answer the questions.
以下の問いに答えましょう。

1. Do you think it’s necessary to reiterate certain points at the end of a presentation?

2. Why do you think it might be necessary to show appreciation to colleagues and others for attending meetings and presentations?

E. Exercise (演習)

Do a rollplay with your tutor on the topic below using what you learned today.
今日学んだことを活かして、以下のトピックについて講師とロールプレイングしてみましょう。

Pair up and practice participating in a presentation. Have one person act as the facilitator and stress the important points made during the meeting. Switch roles.