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、改善できる点はないか探してみましょう。

Kei: So is there anything else we need to talk about?
Sue: I thought we needed to discuss the sales training, but maybe not.
Bob: I don’t think we need to discuss that until the next meeting.
Kei: I think you’re right, Bob.
Sue: So nothing else then?
Kei: Looks that way. Okay, the meeting is closed.
B. Today’s point (今日のポイント)

Check those points with your tutor.

講師と一緒に、以下のポイントを確認しましょう。

Before a meeting is closed, you should confirm there are no other agenda items or additional items that need to be discussed.

When closing a meeting, use “So, that’s it then,” or “I declare this meeting closed.”

C. Natural Conversation (会話練習)

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

Today’s pointに注意しながら、以下の文章を読みましょう。

Kei: So just to confirm, are there any other pressing items that need to be discussed today?

Sue: I thought we might address the sales training today, but maybe we don’t have time for that.

Bob: I think that can definitely wait until the next meeting.

Sue: I think you’re right, Bob. So that’s it then?

Kei: Looks that way. I declare the meeting closed.
D. Practice (練習問題)

Answer the questions.

以下の問いに答えましょう。

1. Have you ever closed a meeting?

2. Have you ever tried to bring up a new topic for discussion during the end of a meeting?

3. Why do you think it’s important to officially close meetings?

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。

In a small group setting, you’re all participants in a meeting. One person must close the meeting. Take turns closing the meeting.