



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: Bob, can I talk to you for a minute?

Bob: Yes.

Kei: Do you have any time now? I want you to check this report I wrote.

Bob: I don't have any time now, but I can do it later.

Kei: When can you have it done?

Bob: Probably by 3:00.

Kei: Okay, I won't be here then so just email me when it's finished.

Bob: I'll email you then.

Kei: Thanks.

Bob: You're welcome.

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。

When asking a colleague to help with your work, instead of using "Can you...?", use "Would you...?"

It is more polite to say "I'd really appreciate it if..."

Remember that helping other staff with their tasks will be appreciated. It's important to be a team player.

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: Hi, Bob. Do you have a minute?

Bob: Sure.

Kei: I've been working hard on this report, and I'd really appreciate it if you could help with it.

Bob: Well, I probably can't do it just yet, but I'd be glad to work on it later.

Kei: Oh, that would be great. Do you think you can finish it by today?

Bob: Yes, not a problem.

Kei: Great. I will be stepping out later, so would you mind sending me an email when you've finished?

Bob: Yes, I'll do that.

Kei: Thanks so much.

Bob: Glad to help.

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 asked a colleague to help with a work task?
2. Have you ever been asked by a colleague to help with something?
3. How do you show your appreciation to a colleague who has helped you?

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。

Act out a workplace situation where a colleague asks for help with something, and you agree to help.