



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: Hi, Bob. You're smoking here?

Bob: Yes, I'm on break. What's the problem?

Kei: There's no smoking allowed in the building. You must not smoke here!

Bob: Sorry, I didn't see a 'no smoking' sign.

Kei: There are no signs posted. It's written in the employee handbook. Didn't you read it?

Bob: Yes, I read it. I just don't remember the part about smoking.

Kei: You can smoke outside if you want.

Bob: Okay, I'll go outside to smoke.

Kei: Thank you.

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 explaining rules and regulations, use "We have to..." instead of "You have to..."

Don't use "must" when explaining rules; instead use "need to" or "have to."

Try to be polite and respectful when explaining rules to colleagues.

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. Oh, do you realize there's no smoking in the building?

Bob: No, I didn't. I'm on a short break and felt like smoking.

Kei: I see. Well, we have to smoke outside in the designated smoking area when we want to smoke.

Bob: I'm sorry. I didn't see any 'no smoking' signs so I assumed it would be okay.

Kei: That's right. We don't have any signs posted, but you can read about this rule in the employee handbook.

Bob: I got it. Again, sorry. I'll be sure to read the employee handbook later today.

Kei: Okay. And yes, please smoke outside in the smoking area. It's quite a pretty little spot!

Bob: Definitely. Thanks for telling me.

Kei: No problem!

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 had to inform a colleague about a company rule?

2. If so, were you uncomfortable being in this position?

3. Have you ever broken any company rules?

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 pairs, act out a situation where one person breaks a company rule and the other person has to correct them.

Reverse roles.