



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。

Bob: Kei, I have to ask you something.

Kei: Okay. What do you want to know?

Bob: I want to know why sales are down.

Kei: I don't know!

Bob: Is there a logical reason?

Kei: My team and I are hard workers. I simply don't know why sales are down. The economy has been sluggish.

Bob: Yes, I know that, but the boss is worried.

Kei: Well, I don't know what to tell you.

Bob: I guess we'll talk more about it later.

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。

If a colleague asks a tough question, and either you can't or don't want to share your honest opinion, use a euphemistic expression like "That's a good question," or "It depends."

Instead of answering with "I don't know," say "I'm not sure."

Try not to take offense when a colleague asks a tough question; difficult challenges are a normal part of the workplace.

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。

Bob: Hi, Kei. Do you have a minute?

Kei: Sure. Something I can help you with?

Bob: Well, I was wondering why sales were down this quarter.

Kei: That's a good question. I was wondering the same thing.

Bob: Do you know of any factors that may have influenced sales?

Kei: Well, I know my team works very hard, so I really can't explain why sales are down.
Perhaps it's the sluggish economy?

Bob: Yes, well...the boss seems a little concerned.

Kei: I'm just not sure what to say.

Bob: We can talk more about it later.

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 been put on the spot at work with a tough question?
2. Have you ever had to explain a particular failure at work?
3. Have you ever had to ask a colleague a difficult question about their performance?

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。

You're the employee who must answer a difficult question about your performance at work. Explain yourself to your colleague, and then switch roles.