



A. Words and Expressions (語彙と表現)

Check pronunciation, meaning and expressions of the words with your tutor.

講師と一緒に単語の発音、意味、表現を確認しましょう。

Words and Expressions	Example Sentence
arrange	I'll arrange the meeting for you.
準備する、打ち合わせる	私がその会議を手配します
meeting with...	I had a meeting with them.
...との会議	彼らとの会議がありました
budget	How much is the budget for the coming year.
予算	来年の予算はいくらですか？

purpose	What is the purpose of this meeting.
目的	この会議の目的は何ですか？
confirm	He send a email to confirm the date.
確認する	彼は日程を確認するためのメールを送った
request	Sorry for the sudden request
リクエスト、依頼	急な依頼ですみません
could you…	Could you tell me the budget for the current year?
…できますか？してくれますか？	今年の予算を教えてくださいませんか？
set up	Could you set up our meeting on Monday at 11am?
設ける、立てる	会議を月曜11時に設けてくれますか？
let me check	Let me check your proposal.
確認させて、確認する	あなたの提案を確認します
would you like to…	Would you like to join this project or not?
…したいですか？	このプロジェクトに入りたいですか？

出典

意味 Weblio辞書 英和辞典・和英辞典 <http://ejje.weblio.jp/>
 例文 Weblio 英語例文 <http://ejje.weblio.jp/sentence/>

B. Reading (音読問題)

Read the sentences with your tutor.

講師と一緒に、以下の文章を読んでみましょう。

A: Hi! Is Mr. Gareth there?

B: He's not here, I'm sorry. Would you like to leave a message?

A: Yes. Could you tell him that I'd like to request a meeting with him?

B: Sure, I can arrange that for you.

A: That's great, thank you. When is he free next week?

B: Next week...hmmm... let me check. He's free on Monday and Wednesday at 10AM.

A: Could you set up our meeting on Monday at 10AM in his office?

B: Sure. I'll have to ask for the purpose of this meeting.

A: It's about the budget for our Alpha Project.

B: Okay. I'll send you an e-mail confirming your meeting with him.

A: Thank you.

B: No problem.

C. Practice 2 (練習問題2)

Choose the most appropriate option.

最も適した選択肢を選びましょう。

1. Hi! Is Mr. Gareth there?
 - a. He's not here, I'm sorry.
 - b. Sure, I can arrange that for you.
 - c. Thank you.
2. Could you tell him that I'd like to request a meeting with him?
 - a. Sure. I'll have to ask for the purpose of this meeting.
 - b. Sure, I can arrange that for you.
 - c. It's about the budget for our Alpha Project.
3. When is he free next week?
 - a. Sure, I can arrange that for you.
 - b. It's about the budget for our Alpha Project.
 - c. He's free on Monday and Wednesday at 10AM.
4. Could you set up our meeting on Monday at 10AM in his office?
 - a. Thank you.
 - b. Hi!
 - c. Sure
5. I'll have to ask for the purpose of this meeting.
 - a. It's about the budget for our Alpha Project.
 - b. I'll send you an e-mail confirming your meeting with him.
 - c. Sure, I can arrange that for you.

D, Conversation Practice (会話練習)

Talk about the following contents with your tutor.

講師と以下の内容に関して議論してみましょう。

1. How do you make requests at work?
2. Have you made requests to your boss before? Talk about it.
3. What are the most difficult requests to make at work?