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。

Brad: Hello.

Sheila: Hi.

Brad: Shall we start the negotiations now?

Sheila: Yes, I'm ready to start.

Brad: Okay, I guess you can talk first.

Sheila: Thank you. We are interested in purchasing materials from you.

Brad: We can supply you with materials.

Sheila: Good.

Brad: Let's discuss it further.
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。

Begin the talk objectively, not subjectively.

Don’t forget to greet business associates politely with expressions like, “Hello, welcome,” or “How are you today?” Also use “Please go ahead” to encourage the other side to speak.

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。

Brad: Hello. How are you today?
Sheila: Fine, thank you. And you?

Brad: Great, thanks. Let’s get down to business, shall we?
Sheila: Yes. Please, go ahead.

Brad: Certainly. To begin with, I understand you are interested in purchasing materials from us.
Sheila: That’s right, and for starters, I think we need to look at units and cost.

Brad: Sounds like a good place to start.
D. **Practice （練習問題）**

Answer the questions.

以下の問いに答えましょう。

1. How often does your company participate in negotiations?
2. Do you have any personal experience with negotiations?
3. Do you think it’s important to begin negotiations with polite greetings? If so, why?

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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 the early stages of a supply agreement, with one person representing the purchaser, and the other person representing the supplier.