



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。

Steve: Hi, Carol. Do you have a minute?

Carol: Yes. Do you need something?

Steve: I'm getting ready for my presentation and want to make sure the room looks okay.
Can you check it for me?

Carol: Sure, I'll check in a minute.

Steve: Also, I'm busy finishing up some last minute details. Do you think you can look at
this list of presentation materials and make sure we have everything on the list?

Carol: Yes, I can do that.

Steve: Thanks a lot.

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。

Well in advance of the presentation, you should make a list of materials you will need for the presentation, as well as make sure the room has sufficient equipments.

You should familiarize yourself with any special words associated with the presentation in case you need to schedule a meeting to talk about the materials or facilities.

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。

Steve: Hi, Carol. Do you have a minute?

Carol: Sure, Steve. What can I do for you?

Steve: My sales training presentation is scheduled for later today, and I'd like to make sure everything is in place in the conference room. Do you mind checking for me?

Carol: Sure. I can do that shortly. Anything else?

Steve: Yes. Can we talk about presentation materials? I'm busy putting the finishing touches on my presentation and was hoping you could look at this list and make sure we have everything we need.

Carol: No problem.

Steve: Thanks. I really appreciate it.

D. Practice (練習問題)

Answer the questions.

以下の問いに答えましょう。

1. Do you participate in many presentations throughout the year?
2. What kinds of materials/supplies do people generally use in presentations?
3. Do you think visual aids are important to use in presentations? Why or why not?

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 are making preparations for a presentation and need to talk to another member of staff about presentation materials. Together make a list of materials and determine if you have everything you need for the presentation.