



### A. Common Mistake (よくある間違い)

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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: It looks like there's extra time. Does anyone have any questions?

Kei: I do.

Steve: Go ahead.

Kei: Can you clarify the strategy to make inroads into overseas markets? How are we going to do that?

Steve: So you want me to clarify that? Yes...well, we need to work closely with our affiliates overseas and build an international sales network.

Steve: Yes, Bob?

Bob: What are your projections for next year?

Steve: That's a tough one...I can't give you exact figures right now. But thanks for asking.

Brad: Let's discuss it further.

**B. Today's point (今日のポイント)**

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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 asking participants if they have any questions, you can say, "Now if you have any questions, I'll do my best to answer them," or "I'll be happy to answer your questions."

People often feel nervous about asking questions in front of others. To show your appreciation for their input, you can say, "That is a very good question," or simply "Thank you for your question."

**C. Natural Conversation (会話練習)**

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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: Thank you for coming today. Now if you have any questions, I'll do my best to answer them.

Kei: Yes, I have a question.

Steve: Go ahead, Kei.

Kei: Could you possibly clarify our strategy to make inroads into overseas markets?  
How can we best accomplish that?

Steve: That's a very good question. I think we'll need to work closely with our affiliates overseas, and work on building a strong international sales network. And obviously we'll need to develop cross cultural training seminars.

Steve: Yes, Bob?

Bob: Can you talk a little about projections for next year?

Steve: I'm afraid I can't give you exact figures on that right now. But I appreciate you asking.

**D. Practice (練習問題)**

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Answer the questions.

以下の問いに答えましょう。

1. At your company, are staff given the opportunity to ask questions at the end of meetings and presentations?
2. Have you ever had to field difficult questions from an audience?
3. Do you think it's important to thank people for their questions? Why or why not?

**E. Exercise (演習)**

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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。

Prepare a few tough questions for your partner. Switch roles and answer difficult questions from your partner.