



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: First of all, I give you today's outline. I am going to begin with an introductory presentation about our company history and philosophy. After that I will speak about a typical day in the company. And then, I will speak about the process for being hired at Brauhaus. The whole presentation will take around 45 minutes with a further 10 minutes at the end for questions and answers, making the whole presentation run almost one hour long. OK, lets begin shall we. In 1987, our company....

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 you have three topics, you should try to talk about an outline logically such like "First...Then...Finally..."

You should be ready for questions and, commonly at the end of your presentation, take Q&A session. You can say "Feel free to ask me questions..."

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: I'd like to begin by giving you the outline. I've divided my talk into three parts. First, I'm going to introduce our history, focusing on our mission statement, business aims and philosophy. Then, I will give you an idea of a typical day for our employees. Finally, I will speak about the process for being hired at Brauhaus. Each of these sections that I have just outlined will be roughly 15 minutes long. With a further 10 minutes at the end for questions and answers, the whole presentation will take almost one hour long. Of course, feel free to ask me any questions at any time. OK, lets move on to the main parts....

D. Practice (練習問題)

Answer the questions.

以下の問いに答えましょう。

1. What is the purpose for giving an outline at first?
2. Could you think of other sectional expressions besides, first, then and finally?

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。

Pair up and deliver a short outline of a presentation you will give at your company. Include brief explanation and for each section and the necessary time of whole presentaion.