



### 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。

Kei: Hello, everyone. The meeting will start soon and last about three hours.

Bob: Do we have the agenda?

Kei: Yes, here's the agenda. There are several items on the agenda. Remember the agenda items all must be brought to the table first before adding new items, If there's time that is.

Joe: Will there be a break during the meeting?

Kei: Yes, I hope there will be a break during the meeting. Now let's start the meeting.

**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 a meeting gets underway, it is best to reiterate the rules of the meeting and clarify agenda items.

When trying to get the meeting started, use such expressions as "Shall we get started?" and "We're here today to discuss..."

**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。

Kei: Hello, everyone. I'm glad to see you all here today. The meeting should last around three hours, so I'd like to get started soon.

Bob: Is that the agenda I see there?

Kei: Yes, here's the agenda, and you'll see there are several pressing items to be discussed today. Remember, if you have any items you'd like to add to the agenda, we'll need to wait until all agenda items have been brought to the table before new items can be added.

Joe: Will there be time for a short break during the meeting? I might have to accept an important call from a client later this afternoon.

Kei: Absolutely, I think we'll have time for a short break at the midway point. Now let's get started, shall we?

**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. Have you ever called and/or facilitated a meeting?
2. What do you think is important in setting agendas and rules for meetings to run smoothly?
3. Does your company schedule a lot of meetings?

**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。

In small groups, choose one person to call and start a meeting. Practice using the polite expressions taught above, and switch roles, allowing each person to practice at being the leader in a meeting.