



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。

Kei: So, I think we just have to decide on the next meeting.

Bob: When will that be?

Sue: I think next month, right?

Kei: That's right, next month. I want to schedule it for the final week of March.

Bob: Works for me.

Kei: Which day do you prefer?

Sue: Thursday or Friday.

Bob: I can't do Friday. Thursday is good.

Kei: Okay. I think I can do that. So Thursday, March 27th. Same time?

Sue: Same time.

Bob: Yep, same time.

Kei: Okay, thanks.

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。

It is convenient if you take time to schedule the next meeting at the end of the current meeting, because all of the meeting participants are already there, meaning dates and times can easily be decided upon.

When trying to work out conflicting schedules, use "What day will suit you for the next meeting?"

When confirming the actual date of the next the meeting, use "The next meeting will be..."

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。

Kei: OK, thanks everyone. One more thing, we should probably try to schedule the next meeting now, while we're all here together.

Bob: Good idea. What time frame are we looking at?

Sue: Next month I believe.

Kei: That's right, the end of next month. Ideally we can schedule it for the final week of March.

Bob: I think that works for me.

Kei: Great. What day suits you?

Sue: Thursday or Friday is best for me.

Bob: I can do Thursday, but not Friday.

Kei: I think that works for me. How about Thursday, March 27th? Same time, 3:00?

Sue: Yes, that's fine.

Bob: For me as well

Kei: Okay, great. So the next meeting will be Thursday, March 27th at 3:00.

D. Practice (練習問題)

Answer the questions.

以下の問いに答えましょう。

1. Does your company typically take the time to schedule the next meeting at the end of a current meeting?
2. If so, do you think this is a convenient way to schedule meetings? Why or why not?
3. Is it important to confirm all details of the next meeting, such as time? 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。

In a small group, act out a scene in which the next meeting must be scheduled. Pretend you all have conflicting schedules and must talk to figure out which day works best for everyone.