



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: Okay, I think we know what we have to do: before selling, we have to find the weakness that lead to the decline of the division.

Bob: Yes, glad to see we've decided this.

Sue: Yes, me too.

Kei: So let's make sure what we've decided today. We have two points. First, before buying a company, we have to conduct a SWOT analysis again. Second, we have to do more research about the value of the division, which will tell us whether to sell or not.

Sue: Yes, I agree.

Bob: Me too.

Kei: Great.

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。

When wrapping up a meeting, especially a meeting where important decisions were made, it's crucial to go through each point/decision to reaffirm the action to be taken.

Wrapping up a meeting is not the time to present new arguments or proposals. It is the time to acknowledge what has been decided, and the steps that need to be taken.

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: It looks like we are prepared to move forward. We've decided that we must identify the weakness that lead to the decline of the division.

Bob: Correct.

Sue: Yes, sounds right.

Kei: OK, then, let me confirm. The decisions taken here today are the following two points. First, before an acquisition, we have to conduct a SWOT analysis again. Second, we have to value our divisions more strictly, which will help us to decide whether to sell or not.

Bob: Yes, completely.

Sue: Yes, absolutely.

Kei: Great. I appreciate your hard work today. Thank you.

D. Practice (練習問題)

Answer the questions.

以下の問いに答えましょう。

1. Why do you think it's important to clarify points and decisions at the end of meetings?
2. Has your boss ever thank his/her employees at the end of long meetings?

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。

Act out a scene (in pairs or a small group) in which you are the head of a division and wrapping up a meeting. Make resolutions and confirm decisions made in the meeting.