



A. Vocabulary Study

Study the following words and expressions with your tutor.

講師と一緒に単語と表現を学びましょう。

Vocabulary	Meaning
portray	represent someone or something in a particular way
描写する	誰か、または何かを個々の方法で表す
hesitant	unsure, undecided, doubtful
ためらいがちな	自信がない、迷っている、疑わしい
rapport	a close or harmonious relationship, connection
関係	親密な、または仲の良い関係やつながり
dish out	to give in large amounts
気前よく与える	たくさん与える
establish	set up, form, organize
設立する	建てる、作り上げる、組織する

B. Reading Practice

Check the pronunciation, meaning and usage of the words with your tutor.

講師と一緒に言葉の発音、意味、使い方を確認しましょう。

How to Build Rapport in Your Workplace

1. Be Punctual

Being punctual **portrays** respect for other people's time. It also shows that you respect your commitments and you can be trusted. On the other hand, tardiness might compromise your relationship with your co-workers.

2. Show Genuine Interest

You have to show that you care about the people around you. It's natural for people to be **hesitant** at first. And so, when starting a conversation, don't be afraid to share a bit of your personal side.

3. Courtesy Always Wins

The best **rapport**-building tool is to show respect through courtesy. When you want to establish a good relationship, you may start by communicating in a polite way. It's advisable to add "Please", "Kindly", when making a request and say "Thank you" to show your appreciation.

4. Be Generous With Your Compliments

People are naturally drawn to be a person who speaks positively of others. However, if the other person feels that you are not sincere with your kind words, it will not help. While **dishing out** compliments is a good thing, it's better to do it when you mean it.

5. Observe and Be Thoughtful

Be accommodating to help others whenever you can, and they will willingly do it for you too. Being thoughtful and sensitive to other people's needs will help you **establish** rapport with the people you work with in no time.

出展

意味 Weblio辞書 英和辞典・和英辞 <http://ejie.weblio.jp/>
例文 Weblio 英語例文 <http://ejie.weblio.jp/sentence/>

C. Sentence Construction Practice

Construct your own sentences using the words listed below.

与えられた単語を使って、文章を作ってみましょう。

A. portray

A 1.

A 2. _____

B. hesitant

B 1.

B 2.

C. rapport

C 1.

C 2.

D. dish out

D 1.

D 2.

E. establish

E 1.

E 2.

D. Comprehension Questions

Answer the following questions based on the article.

上の文章に基づいて、質問に答えましょう。

- 1 What does being punctual portray?

Being punctual portrays...

- 2 What should you do if your co-worker is hesitant to talk to you?

If my co-worker is hesitant to talk to me, I should...

- 3 What is the best rapport-building tool?

The best rapport-building tool is...

- 4 Why are sincere compliments important?

Sincere compliments are important because...

- 5 What can help you establish rapport with the people you work with in no time?

What can help establish rapport with the people you work with in no time is...

E. Discussion Questions

Answer the following questions based on your opinion.

あなたの意見をもとに、以下の質問に答えましょう。

- 1 Which advice do you think is most helpful?

I think that the most helpful advice is...

- 2 Which advice mentioned above have you tried doing before?

I have tried doing...

- 3 Do you find it easy to establish rapport with your workmates? Why?

I find it easy, because... /I find it hard, because...