

▶ Read the following with your tutor. 下の単語と例文を講師の後に続いて読んでみましょう。

Word / 単語	Definition / 意味	Sample Sentence / 例文
v. <b>report</b>  動詞 報告する 伝える	to notify relevant authorities with updates on work-related matters  関係している人に仕事の最新情報を知らせること	<b>Report all task updates to Ms. Kat Percy.</b>  すべての仕事の最新情報をキャットパーシーに報告しなさい。
n. pl hobbies <b>hobby</b>  名詞 複数形 hobbies 趣味	things a person does during his/her free time  自由時間にやること	<b>My hobbies are playing the guitar and cooking.</b>  私の趣味はギターの演奏と料理です。
v. <b>handle</b>  動詞 取り扱う 操縦する	to manage, deal with, or be responsible for something  物事を管理する、対処する 責任を負うこと	<b>I also handled marketing tasks before.</b>  以前、マーケティングの仕事もやっていました。
v. past tense: commuted <b>commute</b>  動詞 通勤する	to go to work or school from home  家から職場や学校に行くこと	<b>I commute by train every day.</b>  毎日、電車で通勤します。
v. <b>show around</b>  動詞 見せて回る 案内する	tour a person around the new place  新しい場所の周辺を見てまわる	<b>Let me show you around first.</b>  まず周辺を案内させてください。
n. <b>task assignment</b>  名詞 作業割り当て	assigned things to do at work  仕事を割り当てること	<b>I'm ready for my task assignment for the day.</b>  私に割り当てられた業務をする準備ができています。
n. <b>immediate supervisor</b>  名詞 直属の上司	a person of authority to whom you directly report at work  仕事であなたが直接報告する相手で、権限がある人	<b>Ms. Kat Percy will be your immediate supervisor.</b>  キャットパーシーはあなたの直属の上司になります。

▶ Listen to your tutor as he/she reads the dialogue. Then, fill in the blanks with the appropriate words.  
講師が読む会話文をよく聞いて、空欄に適切な言葉を埋めましょう。

**TUTOR** Hi. You must be (John Reynolds or Mary Fisher).  
I'm Leslie Ronald from the HR Department.  
Welcome to AXL Company.

Did you have a hard time coming to the office?

**STUDENT** Hello, Ms. Ronald. Yes, I'm (John Reynolds or Mary Fisher).  
Thanks for the warm welcome.

I (1) \_\_\_\_\_ by train and it only took me 25 minutes to get here.

**TUTOR** Great to hear that. Let me (2) \_\_\_\_\_ you \_\_\_\_\_ first.  
By the way, what do you usually do during your free time?

**STUDENT** That's perfect. Oh, my (3) \_\_\_\_\_ are playing the guitar and cooking.

**TUTOR** Sounds interesting. This is the Marketing Department.  
Ms. Kat Percy will be your (4) \_\_\_\_\_  
so you'll (5) \_\_\_\_\_ task updates to her.

**STUDENT** Hi, everyone! I'm (John Reynolds or Mary Fisher).  
It's nice to meet you. In my previous company, I also (6) \_\_\_\_\_ marketing tasks.  
I'm ready for today's (7) \_\_\_\_\_.

▶ 講師が読んだ会話文から、適切な言葉を選べましたか？  
講師がそれぞれの空欄に何が入るか質問しますので、教えてください。

講師：What is the missing word in blank no. \_\_? (1) to (7) (空欄 1 に入る単語はなんですか?)  
あなた：適切な言葉を答えて下さい。

## Activity 3 Dialogue

4 min

▶ Refer to the dialogue in Activity 2. Read the dialogue with your tutor.  
Make sure all blanks are filled in before reading it aloud with your tutor.  
すべての空欄が埋まっていることを確認して、上の Activity 2 の会話文を講師と音読してみよう。

▶ Your tutor will read the following statements. Choose the appropriate response for each item.  
講師が1~5の文章を読みます。それぞれの文章に対して適切な答えをa~dから選び、音読してください。

1. Welcome to AXL Company.
  - a. Thanks for the warm welcome.
  - b. You're welcome.
  - c. Come again.
  - d. It's a beautiful day.
  
2. Did you have a hard time coming to the office?
  - a. Yes, it was an easy commute.
  - b. No, it only took me 25 minutes to get here.
  - c. No, I got lost.
  - d. Yes, I followed the crowd.
  
3. What do you usually do during your free time?
  - a. I'm fine, thank you.
  - b. Sounds interesting.
  - c. Pleased to meet you.
  - d. My hobbies are playing the guitar and cooking.
  
4. Hi, everyone! I'm (John Reynolds or Mary Fisher). It's nice to meet you.
  - a. We're glad to meet you, too.
  - b. It's a pleasure to speak with you.
  - c. What a wonderful day!
  - d. Let's call it a day.
  
5. I'm ready for today's task assignment.
  - a. I beg your pardon.
  - b. Sure. Let's have a short meeting after your orientation.
  - c. I think it'll be given to you next week.
  - d. May I have your profile?