

▶ 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. confirm 動詞 確認する 確かめる	to show the truth or correctness 真実や正しいことを示す	I'm calling to confirm the details of our meeting tomorrow. 明日の会議の詳細を確認するために電話をしています。
n. agenda 名詞 協議事項	a list of things or activities 物事や活動の一覧	Allow me to confirm the meeting agenda . 会議の協議事項を確認させて下さい。
v. mention 動詞 話に出す 言及する	to speak about 話すこと	Don't forget to mention who came up with that idea. 誰がこのアイデアを考えついたのか話すことを忘れないでください。
adv. individually 副詞 個々に、個人的に	one by one; single 一つずつ、個々の	The guests entered the room individually . 来客はそれぞれ部屋に入りました。
v. include 動詞 含む	to contain; be a part of ～ 内に含む、 何かの一部である	His report includes all the necessary details. 彼の報告書には必要な詳細がすべて含まれていました。
adj. current 形容詞 現在の、今の	latest; at the present time 最新の、現時点で	Please make sure that all your records are current . あなたのすべての記録は最新であると確認させてください。
n. update 名詞 最新化、最新版	to give latest information 最新の情報にすること	I'll send you updates on this research tomorrow. 明日、この調査の最新版を送ります。

➤ 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 Good morning!
Production 3 office; this is Ms. Torres speaking. How may I help you?

STUDENT Good morning! This is Mr. Goto of Production 2 office.
I'm calling to (1) _____ the details of our meeting tomorrow.
It's at 2:15 PM at the main conference room. Did I get it right?

TUTOR Yes, you got it right, Mr. Goto.
Please allow me to also confirm the meeting (2) _____.

STUDENT That's a good idea.
Do you mind if I ask you to (3) _____ the items (4) _____?

TUTOR No, not at all. The agenda (5) _____ the (6) _____ production status,
additional manpower needed, and (7) _____ on our processes.

STUDENT That's helpful. Thanks. I'll talk to you later.

➤ 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、音読してしてみましょう。

1. Good morning! Production 3 office; this is Ms. Torres speaking. How may I help you?
 - a. How are you?
 - b. Okay, I will help you.
 - c. I'm calling to confirm the details of our meeting tomorrow.
 - d. Sorry, you've got the wrong number.

2. It's at 2:15 PM at the main conference room. Did I get it right?
 - a. Yes, you got it wrong.
 - b. Yes, you do.
 - c. No, we didn't.
 - d. Yes, you got it right.

3. Please allow me to also confirm the meeting agenda.
 - a. It's 1:11 now.
 - b. I have an idea.
 - c. That's a good idea.
 - d. That's exciting.

4. Do you mind if I ask you to mention the items individually?
 - a. Yes, I do.
 - b. Definitely.
 - c. No, not at all.
 - d. No, you don't.

5. The agenda includes the current production status, additional manpower needed, and updates on our processes.
 - a. That's helpful. Thanks a lot!
 - b. What is your question?
 - c. How may I help you?
 - d. No problem.