

➤ Read aloud the vocabulary words. Then, read aloud and complete the sentences.

単語を音読しましょう。その後、1~5の文の空欄に入るもっとも適当な単語を選んで文章を読みましょう。

単語

call the shots (idiom)

jot down (verb phrase)

game plan (n.)

looking forward (verb phrase)

eager beaver (idiom)

1. The marketing director is developing a _____ to lure businesses to the city.
2. Penny is an _____ when it comes to work. It is not surprising that he's appointed as the head of the trading team.
3. Since the president is away, the vice-president will _____ for the business proposal.
4. During meetings, Sara makes sure to _____ important information on her notebook.
5. She's _____ to work for a multinational company.

- Read the whole dialogue with your tutor.
Make sure to fill in the blanks using the words in Activity 1.
講師と会話文を読みましょう。空欄にはActivity 1.で習った単語を入れましょう。

TUTOR Good morning, Ms. Natalie Lanzen. How is everything going?
It seems to me that this meeting is an urgent one.

STUDENT Good morning to you, too, Christian. Indeed, this meeting is urgent, and I am sorry for the short notice. This is about our new branch.

TUTOR It's alright, ma'am. What about our new branch? Are we going to try to come up with a (1) _____ for its opening?

STUDENT I was told by the chairman to (2) _____ for this project.
Please (3) _____ the minutes of this meeting.

TUTOR Will do, Ma'am. So, when is the opening?

STUDENT The event will be held at exactly 6 pm at Hilton Auckland.

TUTOR Noted on this, Ma'am. I will also communicate with the events planning team for updates.

STUDENT Yes, please do so. Since Sherry is the (4) _____ in our team, kindly assign her the job of notifying our media partners to cover the upcoming event. Make sure that everything is going smoothly since the chairman is really (5) _____ to a successful launch.

TUTOR Don't worry, Ms. Lanzen. We'll do our best. Is there anything else I can do for you?

STUDENT That's about it, Christian. Thank you for your initiative. You may now go back to your workstation.

▶ Listen to your tutor as he/she reads a passage twice. Then, answer your tutor's question.
講師が文章を2回読むので聞きましょう。その後、質問に答えましょう。

下の質問は、講師が読みあげる英文の内容に関する質問です。
よく聞いて、質問の答えを考えてください。

Question:

According to the passage, what are the things you must consider when making an announcement?

➤ Read the following text aloud. Then, answer your tutor's question.

下の文章を読んでみましょう。その後、講師の質問に答えましょう。

You received a letter from the CEO that you are to announce the fixed working hours of the employees. It will be implemented starting next week. The Human Resources Department of your company agreed to abolish the flexi-time option, so all employees will be required to be at the office from 9:00 am to 6:00 pm each working day.