



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

receipt (n.)

contractor (n.)

contract of lease (n.)

expedite (v.)

requirements (n.)

1. A copy of the _____ will be sent to your office address.
2. The admin started processing the building _____ to avoid any delay in the construction.
3. We'll be having a meeting with our current _____ for the project briefing.
4. Send us a copy of the official _____, the business permit, and a profile of your contractor.
5. _____ the signing of contract for the budget to be released on time.

➤ 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! I am Christine Romano from Mint Eye Holdings.
May I speak with Mr. Jiro Ueda?

STUDENT Good morning, Ms. Romano. I am Jiro Ueda, the Building Manager.
How can I help you today?

TUTOR I would like to get a copy of the (1)_____ from your office.
May I know the requirements to secure one?

STUDENT First, let us know the purpose of securing a copy of the contract.

TUTOR We'll need the contract of lease so that our (2)_____ can check the repair clause.

STUDENT I see. Please give us a copy of your latest (3)_____, a clear copy of
your business permit, a profile of your contractor, and your maintenance form.
Please expect the release of your requested copy in 5 working days.

TUTOR Is it possible to (4)_____ the release of the contract?

STUDENT There's an additional charge of \$5 for an express processing.
You may go to our accounting office to pay in cash, or you may opt to charge it on
your next month's bill.

TUTOR I see. I'll gather the (5)_____, then submit them to your office.
Please charge the express fee on our next month's bill.

STUDENT Noted, Ms. Romano. Please submit the requirements to my assistant, Ms. Yamada.

➤ 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, why is documentation important?

➤ 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 are in charge of processing students' enrollment at an international school. A parent went to your office accusing you of negligence because her son was not able to attend his classes. You investigated his complaint thoroughly and found out that the requirements for enrollment was not fulfilled by the parent.