

▶ 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>excuse</b>  動詞 許す	politely getting someone's attention  人の注意を丁寧に引くこと	<b>Excuse me. Could you tell me where the accounting department is?</b>  すいません、経理部署はどこですか？
v. <b>disturb</b>  動詞 妨げる	stop someone from doing something  だれかの行動を邪魔すること	<b>I'm sorry to disturb you.</b>  お邪魔して申し訳ありません。
n. <b>secretary</b>  名詞 秘書	person who handles routine work in the office  日常的に決まった仕事などをする人	<b>I am the new office secretary.</b>  私が新しい秘書です。
v. <b>deliver</b>  動詞 届ける	to bring something to someone  何かを誰かにもっていくこと	<b>My boss asked me to deliver this to Ms. Williams.</b>  これをウィリアムさんに届けるように上司に頼まれました。
n. <b>ledger</b>  名詞 元帳	a book or collection of financial accounts  勘定科目をまとめた本や書類の集まり	<b>Ms. Williams needs the ledger now.</b>  ウィリアムさんはその元帳を今必要としています。
adv. <b>around</b>  副詞 周り	close to a place  ある場所の近く	<b>See you around the office.</b>  オフィスの近くで会いましょう

▶ 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** (1)\_\_\_\_\_ me. I'm sorry to (2)\_\_\_\_\_ you, but could you please tell me where the accounting department is?

**STUDENT** Sure, no problem. Go up the stairs to the third floor, then turn right. The second door is their office. Are you a new employee? I haven't seen you here before.

**TUTOR** Yes, I'm the new (3)\_\_\_\_\_ of Mr. Brown. By the way, my name is \_\_\_\_\_ and I'm from the purchasing department. My boss asked me to (4)\_\_\_\_\_ these (5)\_\_\_\_\_ to Ms. Williams.

**STUDENT** Oh, yes! She's the accounting manager. I'm \_\_\_\_\_. Nice to meet you, and welcome to the company.

**TUTOR** Thank you so much for your help, \_\_\_\_\_. It's nice meeting you, too. I better get going. My boss said Ms. Williams needs these right now.

**STUDENT** You are welcome \_\_\_\_\_. See you (6)\_\_\_\_\_ then.

▶ 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. Excuse me, could you please tell me where the accounting department is?
  - a. No, I'm busy.
  - b. Okay.
  - c. No, just ask the waiter.
  - d. Sure, no problem.
  
2. Are you a new employee? I haven't seen you here before.
  - a. I am new yesterday.
  - b. Yes, I'm the new secretary here.
  - c. No, of course.
  - d. Yes, I'm a veteran.
  
3. My name is Karli and I'm from the purchasing department.
  - a. Hi, Karli.
  - b. Thanks.
  - c. Hello!
  - d. I'm Marie. Nice to meet you.
  
4. I'm Marie. Nice to meet you.
  - a. Good bye, Marie.
  - b. Thanks to you.
  - c. It's nice meeting you, too.
  - d. Same here, Marie.
  
5. Thank you so much for your help.
  - a. I apologize.
  - b. You are welcome.
  - c. Okay then.
  - d. Next time.