

➤ 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

transcribe (v.)

minutes (n.)

unbiased (adj.)

resolution (n.)

minute taker (n.)

1. The _____ for the client meeting was stuck in traffic.
2. To _____ an audio recording is challenging.
3. You're assigned to take the _____ of the meeting.
4. No _____ was made due to disagreements between stakeholders.
5. In decision-making, we should be _____ and consider every factor, given that it's not what we initially wanted.

➤ 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, Mr. Owada. I was told by my boss to be the (1)_____ for the meeting. What does he mean?

STUDENT Ms. Lee, being the minute taker is an important role at work.

TUTOR Okay, what will I do at the meeting later, then?

STUDENT Your task is to listen carefully to the details of the meeting then (2)_____ as much as you can.

TUTOR Noted, sir. Would that be all?

STUDENT Yes. Please pay attention until a (3) _____ is made.

TUTOR My boss told me that I should be (4)_____ in writing the minutes. Is there a recommended format?

STUDENT The (5)_____ of the meeting is a business document so you have to write formally. Also, please take note of the time, the attendees, and the next steps.

TUTOR Thank you, Mr. Owada. I have to go now. The meeting will start in 30 minutes.

STUDENT You're welcome, Ms. Lee. Good luck with your first meeting.

➤ 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 effective listening 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 the manager of a family restaurant which is in the brink of closure. To prevent the restaurant from closing, you decided to have a meeting with your employees to gather their inputs. On the day of the meeting, two of your employees are absent without notification. Knowing this, you still decided to push through with the meeting. During the meeting, some of your employees are chatting while the others are playing with their phones. What can you do to get their attention and focus to the matter at hand?