

▶ 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
n. assignment 名詞 割り当てられた仕事	a task given to someone for a certain period of time 特定の期間誰かに与えられた仕事	I'm calling regarding our project assignment . プロジェクトの仕事割り当てについてお電話しています。
n. details 名詞 詳細	facts or information 事実や情報	Can I ask you some details about it? それについての詳細をうかがえますか？
n. distribution 名詞 分配	division of work 業務を分割すること	Do you know how the distribution of tasks and the plotting of deadline are going? タスクの分配や締切の構想がどうなっているかご存知ですか？
n. deadline 名詞 締切	date or time when a task must be finished タスクが完了しなければならない日付や時間	Do you know how the distribution of tasks and the plotting of deadline are going? タスクの分配や締切の構想がどうなっているかご存知ですか？
n. delay 名詞 遅延	inability to finish something on time 期限通りに何かを完了できないこと	I would like to start as early as now to avoid delays . 遅れないようにするため、できるだけ早く始めたいです。
adj. urgent 形容詞 緊急の	requires immediate action or attention すぐにアクションや注意が必要になる状態	This project assignment is urgent . このプロジェクトの割り当ては緊急性が高いです。
v. cascade 動詞 情報を全体に流すこと	to disseminate or circulate 教えたり伝達すること	The distribution of the tasks was already casca ded via email. 業務の配分はすでにメールで伝達されました。

➤ 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, Andrea. This is Lauren.
I'm calling regarding our project (1) _____.
Can I ask you some (2) _____ about it?

STUDENT Of course.

TUTOR Do you know how the (3) _____ of tasks and the plotting of (4) _____ are going?
I would like to start as early as now to avoid (5) _____.

STUDENT This project assignment is (6) _____.
The distribution of the tasks was already (7) _____ via email. It's due next week.

TUTOR I think that's everything. Thank you for the information. Good bye.

STUDENT No worries. Good bye!

➤ 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, Andrea.
 - a. Hey, what's up, dude?
 - b. What's good in the morning?
 - c. Good morning, Laureen.
 - d. Good evening.

2. Can I ask you some details about it?
 - a. Of course not.
 - b. Don't ask me about it.
 - c. For what reason?
 - d. Of course.

3. When is the deadline of the task?
 - a. It's due next week.
 - b. I don't have any idea on what you're saying.
 - c. Check your calendar.
 - d. See it for yourself.

4. Do you know how the distribution of tasks is?
 - a. The distribution of the tasks was already cascaded via email.
 - b. It's urgent. Do it first.
 - c. I am not sure about this.
 - d. No, I'll tell you later.

5. I think that's everything. Thank you for the information.
 - a. If you say so.
 - b. I am not okay with that.
 - c. Ask for help from other people next time.
 - d. No worries.