| Activity 1 Vo | ocabulary Bank | 3 min ビジネス英語初級編 Weblio 英会話 | |
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| ➤ 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. present participle: struggling struggle 動詞 現在分子:struggling | to do or finish something through intense efforts 懸命な努力で何かを 成し遂げようとすること | I'm struggling with gathering data. データを集めるのに必死で努力しています。 | |
| n. pl. Techniques technique 名詞 複数形 Techniques 技術 | a way of carrying out a particular task 特有の業務を行うための 方法、手段 | Let me share with you some techniques I use. 私が使っている技術を共有させてください。 | |
| n. experience 名詞 経験 | knowledge or practical wisdom 知識や知恵 | These are all based on my experience in making presentations. プレゼンテーション作りはすべて私の経験に基づいています。 | |
| n. pl. inputs input 名詞 複数形 inputs 投入 | make (secret or new information) known 知らせること | Thank you for your inputs , Mark. マーク、情報の投入をありがとうございます。 | |
| v. appreciate 動詞 高く評価する | to recognize the full worth of something 充分に価値を認める | I really appreciate you taking the time to meet with me today. 本日はお会いするお時間を頂き、本当に感謝いたします。 | |
| adj. helpful 形容詞 役に立つ | valuable; beneficial 価値のある、有益な | This meeting is very helpful . この会議はとても有益です。 | |
| v. treat 動詞 おごる | entertainment, food, drink, etc., given as expression of thanks 食べ物や飲み物など感謝のしるしであげるもの | Please allow me to treat you a cup of coffee later. あとでコーヒーをおごらせてください。 | |

▶ 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 | Hello, Hillary! Are you ready for your upcoming presentation? | |
|--|---|--|
| STUDENT | Hi, Mark. Yes, but I'm (1) with gathering data. | |
| TUTOR | Oh, I see. Let me share with you some (2) and tips I use based on my (3) in making presentations. | |
| STUDENT | Thank you for your (4), Mark. I really (5) you're taking the time to meet with me today. | |
| TUTOR | You're welcome, Hillary! We're on the same team. We've got each other's back. | |
| STUDENT | This meeting is very (6) Thanks a lot! Please allow me to (7) you a cup of coffee later. | |
| 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、答えてください。 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ましょう。

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。

6 min

- 1. Are you ready for your upcoming presentation?
 - a. I'm leaving next week.
 - b. She'll be gone by Friday night.
 - c. Yes, but I'm struggling with gathering data.
 - d. I really hope she is.
- 2. Let me share with you some techniques and tips I use based on my experience.
 - a. Thank you for your inputs.
 - b. Thanks, but no thanks.
 - c. I'll send it to you through email.
 - d. I'm still waiting here.
- 3. Thank you for your inputs, Mark.
 - a. Well, it's my idea.
 - b. I haven't seen him yet.
 - c. I'll be back soon.
 - d. You're welcome, Hillary!
- 4. Did our meeting help you?
 - a. I don't know what to do.
 - b. This meeting is very helpful.
 - c. I'm still working on it.
 - d. Thank you for your treat today.
- 5. Please allow me to treat you a cup of coffee later.
 - a. Thank you. I appreciate it.
 - b. I'll catch up with you next time.
 - c. I'm actually hungry.
 - d. It's rush hour.