

➤ 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
adj. <b>upcoming</b> 形容詞 今度の	about to take place すぐに開催される	<b>I'm calling about our upcoming meeting.</b> 今度の会議について電話します。
n. <b>advertising campaign</b> 名詞 広告キャンペーン	an organized course of action to promote a product or service 製品やサービスの利用を促進させるための活動指針	<b>I'm calling about the advertising campaign.</b> 広告キャンペーンについて電話します。
n. <b>office</b> 名詞 オフィス	a room or set of rooms where people work or do business 仕事が行われる部屋など	<b>I will be visiting the new office on Tuesday.</b> 火曜日に新しいオフィスに行きます。
n. <b>timetable</b> 名詞 時間割	schedule 予定	<b>I will put it in my timetable.</b> 私の予定表に入れておきます。
v. past tense: held <b>hold</b> 動詞、過去形 held 開催する	to have something such as a meeting or an election 会議や選挙を開催すること	<b>It will be held in the conference room.</b> 会議室で開催されます。
n. plural: investors <b>investor</b> 名詞、複数形 investors 出資者	a person who puts money into something in order to make a profit 可能性のある利益のためにお金を出資する人	<b>The CEO will be there together with the investors.</b> CEOは出資者と一緒にいる予定です。

➤ 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, Janis. This is David. I'm calling about an (1) \_\_\_\_\_ meeting on our (2) \_\_\_\_\_. Are you free on Tuesday afternoon?

**STUDENT** Let me see. I'm sorry, but I will be visiting the new (3) \_\_\_\_\_ on Tuesday. How about Wednesday at 2 pm?

**TUTOR** I have a meeting in the morning, but I think it shouldn't take too long. So yes, I'm free at 2 pm on Wednesday.

**STUDENT** Alright! Kindly give me the details of the meeting so I could put it in my (4) \_\_\_\_\_.

**TUTOR** It will be (5) \_\_\_\_\_ in the main conference room on the 3rd floor. Please be there 10 minutes before 2 pm so we could start on time. The CEO will be there together with our new (6) \_\_\_\_\_.

**STUDENT** Thank you. I'll be there.

➤ 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. Are you free on Tuesday afternoon?
  - a. Yes, I'm free on Tuesday afternoon.
  - b. Yes, I'm free on Tuesday morning.
  - c. No, I'm free on Tuesday afternoon.
  - d. No, I'm free on Tuesday.
  
2. Kindly give me the details of the meeting.
  - a. The interview will be held on Wednesday at the conference room.
  - b. We will hold the team building with the CEO on Wednesday.
  - c. The meeting will be held in the conference room on Wednesday at 2pm.
  - d. The meeting will be hold on the conference room on Wednesday at 2pm.
  
3. I'm sorry, but I am not available on that date.
  - a. But we want it on Wednesday.
  - b. How about you?
  - c. When are you busy?
  - d. How about on Wednesday at 2pm?
  
4. Are you available on that date?
  - a. Let me check my schedule.
  - b. Yes, I don't think so.
  - c. No, I am.
  - d. Let's go with my schedule.
  
5. Please be there 10 minutes before 2pm.
  - a. Sure. I do it.
  - b. Sure! I will be there.
  - c. Sure! I can.
  - d. Sure! I am free.