

▶ 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>update</b>  動詞 最新のものにする	to give latest information about something  最新の情報にすること	<b>I'm calling to update you regarding the meeting with our new investors this afternoon.</b>  今日の午後にある新しい出資者との会議に関して、情報を最新にするため電話します。
prep. <b>regarding</b>  前置詞 ~ に関して	about; concerning  ~ について、関して	<b>I'm calling to update you regarding the meeting with our new investors this afternoon.</b>  今日の午後にある新しい出資者との会議に関して、情報を最新にするため電話します。
v. <b>present</b>  動詞 紹介する 提供する	to discuss; to introduce  話す、紹介する	<b>I will present important guidelines.</b>  重要な指針について紹介します。
v. <b>attract</b>  動詞 引きつける	cause (someone) to have a liking for or interest in something  関心を持たせたり、好きにさせること	<b>I will discuss important guidelines and tips to attract new investors.</b>  新しい出資者を引き付けるために重要な指針とヒントを話します。
n. <b>proposal</b>  名詞 提案	a plan or suggestion  計画、提案	<b>Please review the project proposal.</b>  プロジェクト計画のレビューをお願いします。
phrasal verb. <b>turn up</b>  熟語 現れる	put in appearance or arrive  顔を出す、着く	<b>I'll turn up in your office as early as 12 noon.</b>  早ければ12時にオフィスに伺います。
adv. <b>smoothly</b>  副詞 滑らかに	in a smooth way  滑らかに	<b>This is to let you know that things are going smoothly.</b>  順調に進んでいることをお知らせします。

➤ 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** Mr. Fujitsu, I'm calling to (1) \_\_\_\_\_ you (2) \_\_\_\_\_ the meeting with our new investors this afternoon. I would like to apologize for the short notice, but the meeting will be moved to 3 in the afternoon.

**STUDENT** Noted. I will inform my department of the changes.  
Also, I will (3) \_\_\_\_\_ some important guidelines and tips to (4) \_\_\_\_\_ new investors. Anything else, sir?

**TUTOR** Oh, and please review the project (5) \_\_\_\_\_ before the presentation to our board of directors.

**STUDENT** Alright. Checking will be done an hour before of the meeting.  
I'll (6) \_\_\_\_\_ in your office as early as 12 noon.

**TUTOR** That's good. I'm sending you an email about my tasks for the week.  
This is to let you know that things are going (7) \_\_\_\_\_.

**STUDENT** Thank you very much, Mr. Fujitsu.

➤ 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. The meeting will be moved to 3 in the afternoon.
  - a. Yes, speaking.
  - b. Please call after a minute.
  - c. Noted.
  - d. No, that's awesome.
  
2. Anything else, sir?
  - a. Yes, check on it, please.
  - b. Yes, it's checked.
  - c. Yes, one more to go.
  - d. Yes, please review the project proposal.
  
3. Please review the project proposal.
  - a. Alright.
  - b. Let me think about it.
  - c. You're right.
  - d. Yes, it is.
  
4. Checking will be done an hour before the meeting.
  - a. That's good.
  - b. Really?
  - c. I don't think so.
  - d. Are you sure?
  
5. I sent you an email.
  - a. Sure! That's so-so.
  - b. I will check on it.
  - c. I forgot my password.
  - d. I will be there.