副詞

滑らかに

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Activity 1 Vo	ocabulary Bank	3 min	Getting or giving an update ビジネス英語初級編 Weblio英会話
➤ 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	Sampl	le Sentence / 例文
v. update 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	I'm calling to update with our new investo 今日の午後にある新しい出資情報を最新にするため電話し	資者との会議に関して、
prep. regarding 前置詞 ~ に関して	about; concerning ~ について、関して	I'm calling to update with our new investo 今日の午後にある新しい出資情報を最新にするため電話し	資者との会議に関して、
v. present	to discuss; to introduce	I will present importa	ant guidelines.
動詞 紹介する 提供する	話す、紹介する	重要な指針について紹介しる	ます。
v. attract 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	to attract new invest	ant guidelines and tips ors. ために重要な指針とヒントを話します。
n. proposal	a plan or suggestion	Please review the pr	roject proposal .
名詞 提案	計画、提案	プロジェクト計画のレビュー	ーをお願いします。
phrasal verb. turn up	put in appearance or arrive	I'll turn up in your off	fice as early as 12 noon.
熟語現れる	顔を出す、着く	早ければ 12 時にオフィスに	<u>:</u> 伺います。
adv. smoothly	in a smooth way	This is to let you know	w that things are going smoothly .

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、答えてください。

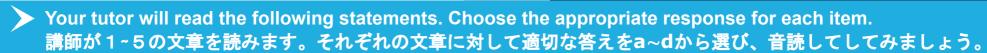
講 師: What is the missing word in blank no. ? (1) to (7) (空欄1に入る単語はなんですか?)

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。



- 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.