

➤ 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. past tense: requested request 動詞、過去形 requested 頼む、要請する	to politely or formally ask for something 丁寧に、また公式に何かを頼むこと	Mr. Brown has requested to have your meeting rescheduled tomorrow. ブラウンさんは会議の予定を明日に変更するよう頼みました。
v. past tense: rescheduled reschedule 動詞、過去形 rescheduled 計画を変更する	to move to a different time or date 違う日程に動かすこと	Mr. Brown has requested to have your meeting rescheduled tomorrow. ブラウンさんは会議の予定を明日に変更するよう頼みました。
adv. unfortunately 副詞 残念ながら	unluckily; sadly 不運にも、残念ながら	Unfortunately, he has to tend to an urgent matter in the Shinjuku branch. 残念ながら、彼は新宿支店の緊急事態の対応をしなければなりません。
v. tend to 動詞 対応する	to give attention to; take care of something 注意を払う、世話をする	He has to tend to an urgent matter in another branch. 彼は他の支店の緊急事態の対応をしなければなりません。
idiom short notice イディオム 急な話	with little advance warning or time to prepare 事前の知らせや準備期間が短いこと	We are sorry for the short notice. 急な話で申し訳ありません。

➤ 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. Mr. Brown's office. This is Sandra speaking. How may I help you?

STUDENT Hello, this is Ms. Wilson. I would like to confirm today's meeting at 3 pm.

TUTOR Hi, Ms. Wilson. I was just about to call you to give an update.
Mr. Brown has (1) _____ to have your meeting (2) _____ tomorrow in the afternoon. (3) _____, he has to (4) _____ an urgent matter in the Shinjuku branch. We are very sorry for the (5) _____.

STUDENT Oh, I see. It's no problem at all. Will he be available tomorrow at 2 pm?

TUTOR Yes, he will. I will add it to his schedule then.

STUDENT Thank you, Sandra.

➤ 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ましよう。

➤ 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. Mr. Brown's office. This is Sandra speaking.

- a. Okay.
- b. Hello, this is Ms. _____.
- c. Hi.
- d. How are you?

2. We are very sorry for the short notice.

- a. That is not okay.
- b. Okay, but not really.
- c. It's no problem at all.
- d. Bye.

3. Will he be available tomorrow at 2 pm?

- a. Yes, he will.
- b. Sure, maybe.
- c. No, he doesn't want to see you.
- d. Okay.

4. I will add it to his schedule then.

- a. Sure, please try not to.
- b. Bye.
- c. Thank you _____.
- d. Okay. Don't do it again.

5. I would like to confirm today's meeting at 3 pm.

- a. Sure, I'll do it next time.
- b. The meeting was rescheduled tomorrow.
- c. There is no meeting yesterday.
- d. Thank you for your time.