

(Read this direction silently.)

➤ Read the following words and sample sentences with your student.

## Please read after me.

Word	Definition	Sample Sentence
v. past tense: requested <b>request</b>	to politely or formally ask for something	Mr. Brown has <b>requested</b> to have your meeting rescheduled tomorrow.
v. past tense: rescheduled <b>reschedule</b>	to move to a different time or date	Mr. Brown has requested to have your meeting <b>rescheduled</b> tomorrow.
adv. <b>unfortunately</b>	unluckily; sadly	<b>Unfortunately</b> , he has to tend to an urgent matter in the Shinjuku branch.
v. <b>tend to</b>	to give attention to; take care of something	He has to <b>tend to</b> an urgent matter in another branch.
idiom <b>short notice</b>	with little advance warning or time to prepare	We are sorry for the <b>short notice</b> .

(Read this direction silently.)

- Read the whole dialogue as clearly as you can.  
This will be your student's guide in choosing the appropriate word for each blank.

**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) **requested** to have your meeting (2) **rescheduled** tomorrow in the afternoon. (3) **Unfortunately**, he has to (4) **tend to** an urgent matter in the Shinjuku branch. We are very sorry for the (5) **short notice**.

**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.

- After you read the whole dialogue, ask your student to choose the appropriate word for each blank.  
What is the missing word in blank no. \_\_\_? (1) to (7)

## Activity 3 Dialogue

4 min

(Read this direction silently.)

- Refer to the dialogue in Activity 2. Read the dialogue with your student.  
Make sure all blanks are filled in before reading it aloud with your student.

(Read this direction silently.)

➤ Read the following statements below and ask your student to choose the appropriate response.

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.