

▶ 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   |
|---|---|--|
| n.<br><b>HR Department</b><br><b>(Human Resources)</b><br><br>名詞<br>人事部 | a department in a company handling employee relations<br><br>従業員に関することを扱う<br>社内の部署                      | <b>I am Bless Morgan from the HR Department.</b><br><br>私は人事部のブレス・モーガンです。  |
| v.<br><b>discuss</b><br><br>動詞<br>話し合う<br>討論する                          | to talk about something with someone<br><br>誰と何かについて話すこと  | <b>Today, we are going to discuss your work schedule.</b><br><br>本日、あなたの仕事の予定について話し合います。                         |
| n.<br><b>work schedule</b><br><br>名詞<br>仕事の予定                           | timetable at work<br><br>仕事のタイムテーブル   | <b>What will be my work schedule?</b><br><br>私の仕事の予定はどうなりますか？  |
| v.<br><b>report to work</b><br><br>動詞<br>仕事に行く                          | to go to the office to do tasks<br><br>仕事のために職場に行くこと  | <b>What time should I report to work?</b><br><br>何時に会社すべきでしょうか？  |
| v.<br><b>clock in</b><br><br>動詞<br>出勤時間を記録する                            | to record the time that one starts working<br><br>出勤した時間を記録すること   | <b>You are advised to clock in at least 5 minutes before 9:00am.</b><br><br>遅くとも9時になる5分前には出勤時間の記録をするように勧められましたね。 |
| n.<br><b>tardiness</b><br><br>名詞<br>納期遅れ                                | habit of being late<br><br>遅れ   | <b>Clock in at least 5 minutes before 9:00am to avoid tardiness.</b><br><br>遅くとも9時になる5分前に出勤記録をすると遅刻を避けられます。      |
| n. pl. breaktimes<br><b>breaktime</b><br><br>名詞、複数形 breaktimes<br>休憩時間  | a scheduled time where workers stop working for a short period of time<br><br>社員が短時間、作業を止めることが予定されている時間 | <b>Here at ZZZ Corporation, we have two breaktimes.</b><br><br>ここ ZZZ Corporation では、2回休憩時間があります。                |

➤ 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** Good morning, Mr. Sakai. I am Bless Morgan from the (1) \_\_\_\_\_ and today we are going to (2) \_\_\_\_\_ your (3) \_\_\_\_\_.

**STUDENT** Good morning, Ms. Morgan. What will be my work schedule?  
What time should I (4) \_\_\_\_\_ to \_\_\_\_\_?

**TUTOR** Please report to work at 9:00am. You are advised to (5) \_\_\_\_\_ at least 5 minutes before 9:00am to avoid (6) \_\_\_\_\_.

**STUDENT** Noted, Ms. Morgan. What time should we take our break?

**TUTOR** Here at ZZZ Corporation, we have two (7) \_\_\_\_\_.  
Lunch break is from 12:00nn to 1:00pm and the 15-minute break in the afternoon starts at 3:00pm. Do you have any questions, Mr. Sakai?

**STUDENT** No, I do not have any questions. I understand now, Ms. Morgan. Thank you very much.

➤ 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. What are we going to discuss today?
  - a. We discussed some problems with friends.
  - b. They discussed personal matters.
  - c. Today, we are going to discuss your work schedule.
  - d. Today, we discussed your work schedule.
  
2. What time should I report to work?
  - a. Please report to work at 9:00am.
  - b. Please rest during the weekend.
  - c. Please report on Wednesday.
  - d. Please submit your report at 9:00am.
  
3. What time should we take our break?
  - a. You will be breaking records.
  - b. Your break time is at 12:00nn until 1:00pm.
  - c. You will have a break after your work is done.
  - d. Your break time depends on you.
  
4. Do you have any questions, Mr. Sakai?
  - a. Any question is fine.
  - b. That question is irrelevant.
  - c. Yes, questioning is good.
  - d. No, I do not have any questions.
  
5. What time will be my 15-minute break?
  - a. Your 15-minute break will be from 3:00pm to 3:30pm.
  - b. Your 15-minute break will be from 3:15pm to 4:00pm.
  - c. Your 15-minute break will be from 3:00pm to 3:15pm.
  - d. Your 15-minute break will be from 3:00pm to 3:50pm.