

▶ 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>rewrite</b>  動詞 書き直す	to write again  再び書くこと	<b>Should we rewrite it?</b>  また書き直すべきでしょうか？
adj. <b>additional</b>  形容詞 追加の	extra  余分の	<b>Could you include additional information about the payments?</b>  支払いについての追加情報を入れて頂けますか？
v. past informed <b>inform</b>  動詞 過去形 informed 知らせる	give notice to  通知を与える	<b>I'll inform you when I'm done.</b>  完了したら、お知らせします。
adj. <b>vague</b>  形容詞 漠然とした あいまいな	not clear  明瞭でない	<b>Other information might make the report vague.</b>  他の情報はその報告をあいまいにしていそうです。
n. pl files <b>file</b>  名詞 書類	a printed paper that gives information  情報が書いてある印刷された紙	<b>I can write them on a separate file.</b>  別の書類に書くことができます。
adj. <b>difficult</b>  形容詞 難しい	not easy  簡単でない	<b>It's difficult to understand.</b>  理解しがたいです。
adj. <b>separate</b>  形容詞 別の、異なる	different from something else  他のものと違うこと	<b>I can write them on a separate file.</b>  別の書類に書くことができます。

➤ 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** Please take a look at this report, (Andrew or Frances). Should we (1) \_\_\_\_\_ it?

**STUDENT** Yes, I think so. It's (2) \_\_\_\_\_ to understand. We should make it short.

**TUTOR** I agree. If possible, could you include (3) \_\_\_\_\_ information about the payments?  
The manager might need it for the next meeting.

**STUDENT** I'm not sure about that. Other information might make the report (4) \_\_\_\_\_,  
but I can write them on a (5) \_\_\_\_\_ (6) \_\_\_\_\_.

**TUTOR** That will do. Thank you so much, (Andrew or Frances).  
When can you submit your report?

**STUDENT** Please give me until tomorrow. I'll (7) \_\_\_\_\_ you when I'm done. Thank you.

➤ 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. Take a look at this report, (Andrew/Frances). Should we rewrite it?
  - a. No, I'm okay.
  - b. That's good.
  - c. What a beautiful day.
  - d. Yes, I think so.
  
2. It's difficult to understand. We should make it short.
  - a. Maybe, I'm okay.
  - b. That's good.
  - c. What a beautiful day.
  - d. I agree.
  
3. If possible, could you include additional information about the payments? The manager might need it.
  - a. Good bye.
  - b. I'm not sure about that.
  - c. Yes, I don't think so.
  - d. I will send you a message next week.
  
4. I can write them on a separate file.
  - a. That will do.
  - b. Really?
  - c. No.
  - d. Do you need more help?
  
5. That will do. When can you give your reports?
  - a. Maybe next year.
  - b. I'll inform you when I'm not yet done.
  - c. Please give me until tomorrow.
  - d. Have a great day ahead.