

(Read this direction silently.)

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

## Please read after me.

Word	Definition	Sample Sentence
v. <b>rewrite</b>	to write again	Should we <b>rewrite</b> it?
adj. <b>additional</b>	extra	Could you include <b>additional</b> information about the payments?
v. past informed <b>inform</b>	give notice to	I'll <b>inform</b> you when I'm done.
adj. <b>vague</b>	not clear	Other information might make the report <b>vague</b> .
n. plural files <b>file</b>	a printed paper that gives information	I can write them on a separate <b>file</b> .
adj. <b>difficult</b>	not easy	It's <b>difficult</b> to understand.
adj. <b>separate</b>	different from something else	I can write them on a <b>separate</b> file.

## Activity 2 Note-taking

5 min

Agreeing or disagreeing to someone **weblio** 英会話  
Business English for Beginners

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

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

**TUTOR** I agree. If possible, could you include (3) additional 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) vague, but I can write them on a (5) separate (6) file.

**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) inform you when I'm done. Thank you.

➤ After you read the whole dialogue, ask your student what words to fill in the blank (1) to (7).

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. 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.