

▶ 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. <b>conference</b>  名詞 会議 協議会	a meeting or discussion  会議や話し合い	<b>We will have a short conference.</b>  短い会議があります。
adj. <b>exact</b>  形容詞 正確な	strictly accurate or correct  完全に正確である、 間違いのない	<b>May I know the exact time of the meeting?</b>  会議の正確な時間を教えていただけますか。
n. <b>purpose</b>  名詞 目的	reason for something  何かの理由	<b>May I know the purpose of the meeting?</b>  会議の目的を教えてください。
adj. <b>available</b>  形容詞 利用できる 得られる	ready for use; at hand  使うことができる	<b>Will the room be available at 1pm?</b>  午後 1 時にその部屋を使えますか。
adj. <b>valid</b>  形容詞 有効な 効果的な	based on truth; legally acceptable  真実に基づいている、 法的に容認できる	<b>Please leave one valid ID.</b>  有効な ID を一つ置いて行ってください。
n. <b>security</b>  名詞 安全 無事	safety  危険や恐れがない、安全な	<b>This is for security purposes.</b>  これは安全目的のためです。
n. pl. requirements <b>requirement</b>  名詞 複数形 requirements 必要とするもの 要件	things that are needed  必要とされていること	<b>I will submit a written request for that along with the other requirements.</b>  他の必要条件と一緒に、書面にしたリクエストを提出します。

➤ 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** Hi, Mr. Uemura. I would like to request the use of the meeting room for a short conference later. Is it available?

**STUDENT** Sure. May I know the (1) \_\_\_\_\_ time and the (2) \_\_\_\_\_ of your meeting?

**TUTOR** Our department will talk about new projects. We are about 15 persons. Is the meeting room (3) \_\_\_\_\_ from 1 pm to 3 pm?

**STUDENT** Yes, but I will need a request letter from your department. Also, please, leave one (4) \_\_\_\_\_ I.D. for (5) \_\_\_\_\_ purposes.

**TUTOR** I see. Sir, we also need your permission to bring in our equipment. I will submit a written request for that along with the other (6) \_\_\_\_\_.

**STUDENT** Please do so. Let us know if you need anything else.

➤ 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. Is it available?
  - a. No, it didn't.
  - b. Yes, it is.
  - c. No, did not available.
  - d. Yes, it did.
  
2. May I know the purpose of your meeting?
  - a. Introductions
  - b. There is no agenda.
  - c. We're going to talk about our new projects.
  - d. We need a laptop.
  
3. What are the requirements for this?
  - a. We will contact you soon.
  - b. We need a request letter and 1 valid ID.
  - c. I will write it for you.
  - d. I need to get it.
  
4. Do you need anything else?
  - a. Sure.
  - b. No, I'm good.
  - c. You're welcome.
  - d. I'm sorry.
  
5. Do we need to write a request letter for this?
  - a. Yes, you do.
  - b. Yes, you don't.
  - c. No, you haven't.
  - d. No, you aren't.