

(Read this direction silently.)

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

Please read after me.

Word	Definition	Sample Sentence
n. conference	a meeting or discussion	We will have a short conference .
adj. exact	strictly accurate or correct	May I know the exact time of the meeting?
n. purpose	reason for something	May I know the purpose of the meeting?
adj. available	ready for use; at hand	Will the room be available at 1pm?
adj. valid	based on truth; legally acceptable	Please leave one valid ID.
n. security	safety	This is for security purposes.
n. pl. requirements requirement	things that are needed	I will submit a written request for that along with the other requirements .

(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 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) exact time and the (2) purpose of your meeting?

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

STUDENT Yes, but I will need a request letter from your department. Also, please leave one (4) valid I.D. for (5) security 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) requirements.

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

- 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. 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.