

▶ 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. conference 名詞 会議 協議会	a group of people talking for a specific purpose 何人かのグループで決まった目的について話すこと	We will have a conference this afternoon. 本日の午後、協議会があります。
adj. confidential 形用詞 機密の、内々の	not known to the public 公開されていない	Those files are confidential. あれらは機密のファイルです。
n. client 名詞 顧客、お客様	a person or group using the services of a company 会社のサービスを使っている人や団体	They are very important clients. 彼らはとっても重要な顧客です。
n. document 名詞 書類	any written item with information 事項が情報と共に書面にされたもの	Please give these documents to Mary. メアリーにこの書類を渡してください。
n. consent 名詞 同意、承認	permission or approval 許可や賛成	Don't let anyone see this without my consent. 私の許可なく他の人にこれを見せないでください。
v. sign 動詞 署名する	to write a signature 署名をすること	Please have it signed by the manager. マネージャーのサインをください。
n. attendee 名詞 出席者	a person who is present on a given occasion (i.e. meetings) その場に出席している人	Do not forget to have the documents in the blue folder signed by each attendee. 青いフォルダ内のそれぞれの出席者にサインしてもらった書類を持っていくことを忘れないでください。

Activity 2 Note-taking

5 min

Asking someone (not) to do something
ビジネス英語初級編 **weblio** 英会話

➤ 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 Ms. Rachel, I need you to come with me to a (1) _____ this afternoon.

STUDENT Yes, Sir. What time will it be?

TUTOR It will start at 3pm. I want you to take notes. Please do not be late as they are very important (2) _____. Also, kindly bring the red and blue folders on my desk. Please do not let anyone see the (3) _____ in the red folder without my (4) _____. Those files are (5) _____.

STUDENT I understand, Sir. Is there anything else?

TUTOR Oh, and please do not forget to have the documents in the blue folder (6) _____ by each (7) _____. They are important for our next project.

STUDENT Noted, Sir. I will now start preparing.

➤ 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. Ms. Rachel, I need you to come with me to a conference this afternoon.
 - a. I think so.
 - b. Yes, I have something to do.
 - c. Yes, Sir. What time will it be?
 - d. This is confusing.

2. Please do not be late as they are very important clients.
 - a. Tomorrow is fine.
 - b. Not today, Sir.
 - c. No.
 - d. I understand, Sir.

3. It will start at 3pm. I want you to take notes.
 - a. I will try my best, sir.
 - b. Sure, if I'm able to catch what they're saying.
 - c. Noted, Sir.
 - d. Of course not.

4. Do not let anyone see the documents without my consent.
 - a. No, Sir.
 - b. I'll try, Sir.
 - c. Okay, Sir.
 - d. I'll think about it, Sir.

5. Do not forget to have the documents signed by each attendee. We need that for our next project.
 - a. I don't mind.
 - b. I can, Sir.
 - c. No, sure.
 - d. Noted, Sir.