

Lesson 2

1 PHRASE OF THE DAY

今日のフレーズ

Today we would like to....

本日私たちは・・・します

2 SITUATION

状況

Tomoko reviews the agenda of the meeting.
トモコはミーティングのアジェンダを確認します。



3 DIALOGUE

ダイアログ

Directions: First repeat after your tutor and then practice each role.

Tomoko: So, if there is nothing else we need to discuss, let's move on to today's topic. **Today we would like to discuss** how we can improve sales in rural markets. Have you all received a copy of today's agenda? If you don't mind, I'd like to skip to item 3: Increasing market share through effective advertising. Jack has kindly agreed to give us a report on this matter. Jack?

Jack : Thank you, Tomoko. Before I begin my summary of the report, I'd like to go over some of the figures from last year.

4 VOCABULARY

語い

Directions: First repeat after your tutor and then read aloud by yourself.

topic トピック

rural 郊外の

agenda アジェンダ

market share マーケットシェア

effective 効果的な

Lesson 2

5 LANGUAGE FOCUS

今日のポイント

Today we would like to....

本日私たちは・・・します

Stating the Meeting's Purpose and Agenda

Directions: First repeat after your tutor and then read aloud again by yourself.

We're all here today to discuss...

The main goal of this meeting is to ...

It might be a good idea to start the meeting by...

Let's begin by reviewing what we have all come here to talk about.

Firstly, our main objective of this meeting should be to...

If nobody minds, I thought we could begin by examining the purpose of this meeting.

6 ACTIVITY

練習

Activity 1: Talk about the last meeting you attended where a brief summary of the meeting purpose was given. Did it clearly and efficiently state the meeting agenda?

Have you ever had to state a meeting's purpose? How did it go?

Activity 2 You are having a meeting to decide the priority of the following items with your client. Create a brief agenda for the meeting and tell your tutor.

- **prices**
- **delivery time**
- **bulk discounts**
- **down payment percentages**
- **rebates for referred customers**

Hints

ヒント

consensus	意見の一致
commence	開始する
implement	備品、装置
designate	指定する
address	取り組む