

Lesson 3

1 PHRASE OF THE DAY

今日のフレーズ

Everyone, I'd like to introduce...

皆さん、、～を紹介させてください。

2 SITUATION

状況

Tomo is introducing some new employees.

トモは新しいメンバーを紹介しています。



3 DIALOGUE

ダイアログ

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

Tomo: First of all, **everyone, I'd like to introduce** Rachel Green, our Vice President of sales.

Rachel : Thank you for having me, I'm looking forward to today's meeting.

Tomo: Also, please join me in welcoming Miles Davis, who recently joined our team as Managing Director of Product Development.

Miles : May I also introduce my assistant, Manae Tamura.

Tomo: Welcome Manae. I'm afraid our National Sales Director, Cathy Canne, couldn't be here as she is in Kobe at the moment, developing our Far East sales force.

4 VOCABULARY

語い

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

vice president 副社長

I'm afraid ~ ~を残念に思う

product development 商品開発

at the moment ちょうど

Lesson 3

5 LANGUAGE FOCUS

今日のポイント

Everyone, I'd like to introduce...

皆さん、、～を紹介させてください。

Meeting - Introducing a Guest

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

Please join me in welcoming to the meeting.

We're very honored to have ... joining us today.

I'd like to extend a warm welcome to ...

It's a pleasure to have ... joining us today.

Everyone, please give a warm welcoming to ...

Let's all give a warm welcome to our guests who are attending the meeting today.

Before we start, we should introduce the new members of our staff.

6 ACTIVITY

練習

Activity 1: Talk about the time you joined your current company. How were you introduced to the staff? How did you feel? Have you ever had to introduce a new employee to the staff? If so, how did you do it? If not, how would you do it?

Activity 2: Find out some professional information about your tutor. (work experience, where he/she is from, etc...) and then use the information you have been given to do a pretend introduction at a company meeting. Try to think of as much pertinent information you would need to give a thorough introduction.

Hints

ヒント

attend 出席する**extremely** 非常に**hail from** 出身**honored** 光栄に思う**introduction** 導入**pleased** 喜んで