1 PHRASE OF THE DAY
今日のフレーズ

In our last meeting, we....
前回の会議では私たちは、、、

2 SITUATION
状況

Mark summarizes the previous meeting's minutes.
マークは前回のミーティングの議事録を要約して話しています。

3 DIALOGUE
ダイアログ

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

Tomoko: Before we begin, how about summarizing the main points of the last meeting, Mark?

Mark : Sounds like a good idea. **In our last meeting, we** began the meeting by approving the changes in our sales reporting system discussed on May 30th. After briefly revising the changes that will take place, we moved on to a brainstorming session concerning development of a new line of shoes. You'll find a copy of the main ideas developed and discussed in those sessions in the photocopies in front of you. The meeting was declared closed at 11:30.

4 VOCABULARY
語い

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

summarize 要約する
revise 見直す、修正する
brainstorming ブレインストーム

session セッション
main idea メインアイデア
photocopy コピー

5 **LANGUAGE FOCUS**
今日のポイント

In our last meeting we....
前回の会議では私たちは、、、

Summarizing the Actions from a Previous Meeting

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

Let me summarize the main points…

Perhaps we should review…?

To sum up what was decided…

First we …

Second, it was decided that…

After that, we…

Finally, …

At the end of the meeting, we…

We finished the meeting by…

6 **ACTIVITY**
練習

Activity 1: Discuss the last meeting you attended with your tutor. Make sure you briefly review what was discussed and decided in order. Take a few minutes to make some notes before the discussion.

Activity 2: Discuss the following with your tutor:

What is the most important information that should be included in a meeting summary?

What are some of the least important points that should be excluded?

Who should be responsible for taking meeting minutes and who should be responsible for giving the meeting summary?

Hints
ヒント

discussion 討論
vote 投票する
agree 同意する
postpone 延期する
decline 断る
rejected 拒否して
excluded 除外して