

Lesson 6

1 PHRASE OF THE DAY

今日のフレーズ

We're seeing an increase in...

～の増加を見ることができる。

2 SITUATION

状況

Jen is reporting project results in a meeting.

ジェンはミーティングでプロジェクトの結果について報告しています。



3 DIALOGUE

ダイアログ

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

Sam : How is the project going?**Jen** : Very well. Everyone is doing a first-rate job.**Sam** : Did we complete the initial phase of the project?**Jen** : Yes, we have and we've moved onto the next phase. The product design has been completed. The next step is to start building a sample product now and then do testing. **We're seeing an increase in** effort by all the staff working on the project as well.**Sam** : That is excellent news. Do we foresee any issues?**Jen** : Not that we are aware of but we'll keep our eyes open.**Sam** : Good to hear. Thank the team for their efforts.**Jen** : Will do. Thanks Sam.

4 VOCABULARY

語い

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

initial 初期の**design** デザイン**foresee** 予見する**phase** フェーズ**sample** サンプル

Lesson 6

5 LANGUAGE FOCUS

今日のポイント

We're seeing an increase in...

～の増加を見ることができる。

Meeting - Stating Positive Progress

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

Everything's going according to schedule.

There have been no major setbacks to speak of.

Things are progressing as planned.

We're projected to finish on time/on schedule.

There should be no foreseeable problems in the immediate future.

I'm pleased to report that the project is advancing nicely.

Everything is being completed as scheduled.

6 ACTIVITY

練習

Activity 1: Discuss the following with your tutor:

Have you ever had to give a progress report during an important meeting? What did you have to give an update for? How did it go? Were you able to give positive results?

If you have never, imagine you had to. How would you feel? How would you go about presenting the information?

Activity 2: Imagine you're in a meeting with your tutor as your boss. Give him an update on the positive progress you have made on a project you are working on or a client you are working with.

Hints

ヒント

as scheduled 予定どおり**accomplish** 達成する**delay** 遅らせる**fail** 失敗する**go wrong** うまくいかない**reach a goal** 目標に達する**succeed in** 成功する**unacceptable** 容認できない