

## Lesson 25

## 1 PHRASE OF THE DAY

今日のフレーズ

So, shall we set the deadline  
as four months from today?

では、本日より4ヶ月後に期限を設定しましょうか？



## 2 SITUATION

状況

Tomoko is setting the deadline.

トモコは期限を設定しています。

## 3 DIALOGUE

ダイアログ

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

**Tomoko:** Ok, so a lot has been discussed about the upcoming product. When can we expect the product launch?

**Miles :** Uh, well, I've been meaning to call you about that. Our major competitor is releasing a new line around the same time as our projected launch.

**Tomoko:** Really? How do you propose we solve this problem? We certainly don't want to release a product around the same time as our competitors, do we?

**Mark :** No, we don't. I propose that we move the deadline up.

**Tomoko:** How soon?

**Miles :** A month, tops. We're a bit ahead of schedule at the moment as the product design was accepted earlier than anticipated. So that'd be in about four month's time.

**Tomoko:** Fantastic! **So shall we set the new deadline as four months from today?**

## 4 VOCABULARY

語い

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

**upcoming** 今度の、来たる～  
**competitor** 競合他社

**launch** 発売する、発表する  
**anticipate** 予期する

## Lesson 25

## 5 LANGUAGE FOCUS

今日のポイント

# So, shall we set the deadline as four months from today?

では、本日より4ヶ月後に期限を設定しましょうか？

## Meeting - Setting Up Deadlines

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

How about setting a deadline for ...?

Can everyone agree to a target completion date of...?

Is everyone in agreement about setting a cutoff date at ...

So, it's been decided that our target date is ...

We're looking at a time frame of ... for our deadline.

The due date is ... Everyone can agree to this?

Is everybody agreeable to a deadline of ...

## 6 ACTIVITY

練習

Activity 1: Discuss the following with your tutor:

Q1: What was the hardest deadline you have ever had to meet? Try to give as many details as possible.

Q2: What's the best way to deal with a completely disagreeable person in a meeting? What are some ways you can get them to agree with everyone else?

Activity 2: Pretend you are in the dialogue meeting and are trying to move the deadline for unveiling of the new product line ahead a month. Your tutor will act as a disagreeable attendee. Try to negotiate a way to get the tutor to agree with the newly proposed deadline. How will you "sweeten the deal?"

## Hints

ヒント

**bicker** 口論

**concur** 同意

**cope with** 同意する

**deal** 対処

**handle** 取り扱う

**move ahead** 前進する

**oppose** 反対する

**sweeten the deal**

好条件を提示する