

Lesson 27

1 PHRASE OF THE DAY

今日のフレーズ

It's time to wrap up this meeting.

会議をまとめる時間です。

2 SITUATION

状況

Tomoko is concluding the business meeting.

トモコはミーティングを締めくくっています。



3 DIALOGUE

ダイアログ

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

Tomoko: Unfortunately, we're running short of time. We'll have to leave all unfinished business for later. I think **it's time to wrap up this meeting.**

Jack : Before we close, let me just summarize the main points. Rural customers need special help to feel more valued. Our sales teams need more accurate information on our customers. A survey will be completed to collect data on spending habits in these areas. The results of this survey will be delivered to our sales teams.

Tomoko: Thank you very much Jack. Right, it looks as though we've covered the main items. Is there any other business?

Mark : Can we schedule the next meeting, please?

Tomoko: Good idea, Mark. How does Friday in two weeks time sound to everyone? Let's meet at the same time, 9 o'clock. Is that OK for everyone? Excellent. I'd like to thank Jack for coming to our meeting today. The meeting is closed.

4 VOCABULARY

語い

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

wrap up まとめる**valued** 貴重な、大切な**Is that OK...?** ~でよろしいでしょうか？**main point** 主なポイント、要点**accurate** 正確な

Lesson 27

5 LANGUAGE FOCUS

今日のポイント

It's time to wrap up this meeting.

会議をまとめる時間です。

Meeting - Concluding a Meeting

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

If no one has any further items, let's adjourn the meeting.

Let's bring the meeting to a close, shall we?

I declare the meeting officially closed.

It looks as if there are no other points to discuss, so how about closing the meeting?

The meeting is finished, so we'll see everybody on ...

The meeting is now finished. I'd like to thank everyone for attending today.

6 ACTIVITY

練習

Activity 1: Compare how meetings are closed in your country with the way it was closed in the dialogue. What things seem similar and what things are different. Talk about a recent meeting you have attended and how the meeting was closed with your tutor.

Activity 2: Create a meeting closing. Cover the following topics:

- **summarize what was said (create something)**
- **finish up (by asking if anyone has anything else to add)**
- **suggest a time for the next meeting**
- **thank everyone for attendance**
- **officially close the meeting**

Hints

ヒント

briefly 完結に

declare 宣言する

finished 完成した

in brief 手短に

main points 主なポイント

sum up まとめる

set a date 日付を決定する

quickly すぐに