

Lesson 28

1 PHRASE OF THE DAY

今日のフレーズ

How would Wednesday at 5 pm be?

水曜日の5時はいかがですか？

2 SITUATION

状況

Serge is calling to make an appointment with Miles.

サージはマイルズさんとの約束をするために電話しています。

3 DIALOGUE

ダイアログ

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

Manae: Good afternoon, Miles Davis' office. How can I help you?**Serge :** Hi, Manae. It's Serge. I'm calling to make an appointment with Miles for next week sometime.**Manae:** Let me check his schedule. Let's see, how does Tuesday at 2 pm sound?**Serge :** I'm all tied up on Tuesday afternoon, but I am available Tuesday morning.**Manae:** Unfortunately, Tuesday morning is out. **How would Wednesday at 5 pm be?****Serge :** Sounds great!**Manae:** Okay, please confirm with me by Monday?**Serge :** Sure, I'll make sure to be in touch by noon, Monday.**Manae:** Thanks, Serge.

4 VOCABULARY

語い

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

appointment アポイント、約束**be tied up** 忙しい**confirm** 確定する**check his schedule** 彼の予定を確認する**out** 不在である**be in touch** 連絡を取る

Lesson 28

5 LANGUAGE FOCUS

今日のポイント

How would Wednesday at 5 pm be?

水曜日の5時はいかがですか？

Telephone - Scheduling an Appointment

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

Is he available on....?

Can we meet next week sometime?

What about next Wednesday?

Are you free next week?

Is Friday a convenient time to meet up?

Would next Monday suit you?

Which is the most convenient day to meet for you?

Would you be available on the 3rd?

How about if we meet sometime next week?

6 ACTIVITY

練習

Activity 1: Discuss the following with your tutor:

How often do you have appointments? Who schedules them for you? Do you prefer business appointments in the morning or afternoon and why? What's the best day to have an appointment? Why do you think so?

Activity 2: Try to schedule an appointment with your tutor. Below are lists of times you **are available**. Think of an excuse to give if you aren't available.

- | | | | |
|-------------|----------------------|---------------|----------------------|
| You: | • Tues @ 10am | Tutor: | • Tues @ 2 pm |
| | • Wed @ 3 pm | | • Wed @ 11 am |
| | • Thurs @ 9 am | | • Thurs @ 4 pm |
| | • Fri @ noon (lunch) | | • Fri @ noon (lunch) |

Hints

ヒント

available 利用できる**business trip** 出張**busy** 忙しい**commitment** 約束**conference call** 電話会議**free** フリー、空いている**out of the office** オフィスにいない**prior arrangement** 事前の取り決め