Level B2 Business English



Company Party _{会社のパーティー}

2 ARTICLE Directions: Read the following article aloud. 課題: 以下の記事をはっきりとした声で音読しましょう。



Memo: Afterwork Party

An after work party will take place on December 21st, 2010 at Happy Harry's Italian Restaurant. Everyone who works in office building number 3 is invited.

Please note that the party will begin at 6pm. This means you are not to leave the office before your scheduled end time of 5pm.

This party is for employees only. No guests or family members.

Food and beverages will be supplied free of cost. The dress code is casual. After dinner some of the staff will go to KTV and this event is optional.

If you would like to attend please let April know. We are trying to get a headcount so we know how big of a room to get. Please remember that this is an official office function and unprofessional behavior will not be tolerated.

See you there! The Management

3 VOCABULARY	
Directions: First repeat after your tutor and then read aloud by yourself.	
課題: 先生の後に続いてくり返した後、今度はひとりで発音してみましょう。	
optional オプションの function 機能	tolerated 許容できる dress code ドレスコード
headcount 人数	beverage 飲み物

4 Questions

Directions: Read the questions aloud and answer them. 課題: 質問を声に出して読んだ後、答えてみましょう。

- 1. Which people are invited to the afterwork party?
- 2. What kind of clothes are you suppose to wear? Give some examples.
- 3. Describe a company party that you attended?
- 4. If you were to host your company party, how would you plan it? (location, food, theme etc.)