

Lesson 67

1 TOPIC QUESTION

今日のトピック

Requesting Time Off

休暇申請

2 ARTICLE

記事

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。



Requesting Time Off

October 31st , 2010.

Home Department
1234 Fake Street
Vancouver, BC, V6P 4H7

Dear Ms. Cheng

I would like to request a 15 working day leave of absence for personal reasons. If possible, I would like to leave work on July 1st and return on August 1st.

If approved, I will be traveling during this time period, but I would be glad to assist with any questions via email or Skype.

Thank you very much for your consideration.

Sincerely,

Arthur Wang

Lesson 67

3 VOCABULARY

語い

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

課題: 先生の後が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。

assist 手助けする、補助

absence 不在

sincerely 心から

approve 承認する

request 要請する、要求

4 Questions

質問

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. What will Mr. Wang be doing during his time off?
2. How can we contact Mr. Wang during his time away from the office?
3. Describe a time that you requested a time off from work or school?
4. If you were a supervisor what kind of request would you not approve?