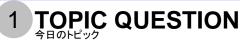
Level B2 Business English Lesson 67



Requesting Time Off

休暇申請



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 1^{st} and return on August 1^{st} .

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

| 3 VOCABULARY | | |
|--|----------------------|------|
| Directions: First repeat after your tutor and then rea | d 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。 | |
| assist 手助けする、補助 | approve 承認す | 5 |
| absence 不在 | request 要請す | る、要求 |
| sincerely 心から | | |
| | | |

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. 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?