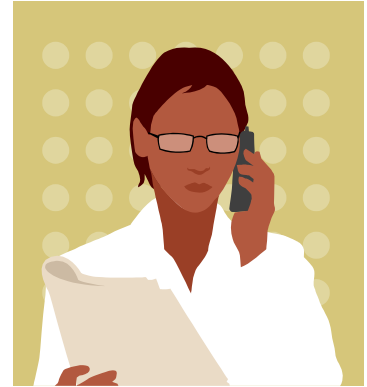


予定の確認(No.19-1)
Planned confirmation



At the office

- Anthony : **Miss, I would like to request for a meeting with Mr. Lee.**
- Secretary : Can you give me your name and company, Sir?
- Anthony : I'm Anthony Woo of Anthony's DeSigns.
- Secretary : Sir, Mr. Lee will be available by Tuesday at 5:15pm.
- Anthony : Okay, thanks.

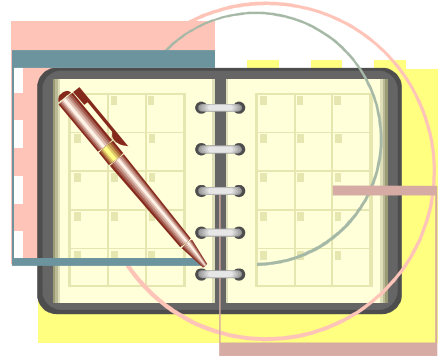
At the office

- Tristan : Sir, I have a scheduled examination at 3:00pm today.
- Director : I am sorry but your test administrator is absent.
- Tristan : What can you suggest about this matter?
- Director : **Do not anymore wait for him.**
- Tristan : Okay. When can I come back?
- Director : Please be here tomorrow at 9:25 in the morning.



Short Quiz

1. Have you ever been in an out of the country for business meeting?
2. What did you feel during the meeting? Why?
3. Have you taken an examination like TOEIC or company examination?



進捗状況(No.19-2)

Progress 1



At school

- Teacher : How are you doing with your research?
Myraflor : I'm halfway done Madam.
Teacher : What part of the study are you working now?
Myraflor : This weekend, I will be interviewing the respondents.
Teacher : Okay. **Keep up the good work.**

At work

- Manager : How is our new website doing?
Eunice : It has about a thousand visitors everyday.
Manager : Is that something good?
Eunice : **It is more than what we expected, Sir.**
Manager : What else can we do to improve it?
Eunice : We can add promotions to attract more visitors.



Short Quiz

1. Have you tried doing some research when you are still in the university?
2. What are the preparation that you do for the research?
3. Do you search on the internet about a certain company?
4. How important the webpage of a particular business?
5. What are other ways of promoting a business aside from websites?





手伝いを頼む(No.19-3)
Ask for help



At school

- Ricardo : The assignment is so difficult. **I can't do it myself.**
Tim : I can help you.
Ricardo : Is it okay with you?
Tim : It's perfectly okay.
Ricardo : Thank you very much.
Tim : Don't mention it!

At the office

- Rex : Are you free?
Mel : **I'm free at the moment.**
Rex : Can you give me a hand in finishing the report?
Mel : Sure. What can I do?
Rex : You can buy papers for me.
Mel : No problem.



Short Quiz

1. What subject you don't really like when you are still schooling? Why?
2. What do you usually do when you don't have a class?
3. Do you go out with your friends or co workers after work?
4. Do you have a particular place to hang out with your friends or co workers?





ミーティング(No.19-4)

Meeting



In a meeting

- Geno : **What is your honest opinion about the product?**
John : I think it is good.
Geno : What do you mean?
John : I believe many people will want to buy it.
Geno : Any other opinion?
John : We must introduce the product to the market the soonest possible.

At the Conference Room

- Ronald : Do you agree that the company will have a party in Tokyo?
Von : **I don't go along with you on that point?**
Ronald : Why?
Von : Tokyo is far and the trip will cost us much.
Ronald : What do you suggest?
Von : We can have our party in Hokkaido.



Short Quiz

1. Have you ever had any experience in promoting a product?
2. How did you do it?
3. Where do you usually have company parties?





入出・退出・休みをとる(No.19-5)

Take Ride / leaving /On a holiday



In the office

- Andre : Ma'am, can I go home early now?
Venus : Why would you want to do that?
Andre : I'm going to see a physician to check on my fever.
Venus : Okay. Do you have unfinished works today?
Andre : Half of my works are done.
I plan to do the rest tomorrow.

In the office

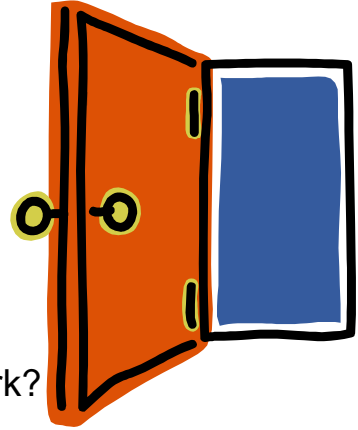
- Mischelle : I'm sorry I can't go home with you?
Tonette : Why?
Mischelle : **I have to work overtime today.**
Tonette : Are you not done with your work?
Mischelle : I have to prepare for my presentation for next week.
Tonette : Okay. Break a leg.





Short Quiz

1. What do you do if you got sick in the office?
2. Do you ask your boss to leave the office early?
3. What do you do if you are going to be absent in your work?
4. How many times do you have an overtime work?



同僚と話す(No.19-6)
Talk with a fellow worker



At work

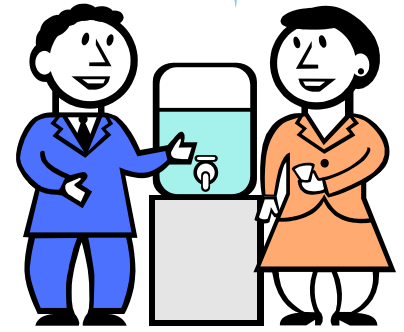
- Jake : Is this your first day at work?
Nikie : This is my first day and I'm really nervous.
Jake : Don't be. **We got a lot of work to be done today.**
Nikie : Okay. How can I help?
Jake : You can check if the papers are in.

At work

- Malone : **Can you assist me in organizing the program?**
Warren : Actually, I have so much to do.
Malone : How about this Sunday?
Warren : I will be free by then.
Malone : Please visit me at my house so that you can help me.



Short Quiz



1. What are your experiences on the first day of your work?
2. Do you spend your day off just to finish your work?
3. Describe your daily work loads.
4. How do you cope up with the task?



パソコンの操作(No.19-7)

Operation of a PC



At home

- Lizbeth : **Have you got your password?**
Mrs. Lee : What is a password?
Lizbeth : It's a code made of letters that only you,
and no one else, know.
Mrs. Lee : Do I really need that?
Lizbeth : Yes, because the software will not work without it.

At Home

- Mother : Jay, have you finished your homework?
Jay : I haven't Mom.
Mother : Why?
Jay : **The computer froze.**
Mother : Quick, call the computer sales company.
Jay : It's okay, Mom. I will just restart the computer.



Short Quiz

1. How often do you use your computer?
2. Do you know all about computers?
3. Do you put password in your personal computer?



メールと WEB(No.19-8)

E-mail and WEB



At the shop

- Tina : **Please send me the details later in my email.**
George : I'm afraid I can't do that tonight.
Tina : Why?
George : My line has been hit by a lightning last week.
Tina : I'm sorry. If you want, you can write the details now.

At Home

- Jude : **I need to chat with my teacher later this evening.**
Clark : Do you know how to use the internet?
Jude : Can you show me?
Clark : I will teach you after dinner.

Short Quiz

1. How long have you been using internet?
2. How often do you use it?
3. What are the things you look in the internet?
4. Are you doing online shopping? Is it effective?

