

Lesson 43

1 TOPIC QUESTION

今日のトピック

Confirmation of Appointment

アポイントメントの確認

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。



Confirmation of Appointment

Dear Mr. Wang,

I would like to confirm our appointment to discuss the possibility of merging our distribution networks, am excited at the prospect of expanding our trade.

As agreed, we will meet at our office in Bond Street at 9:30 a.m. on Monday, March 20th. I have scheduled the whole day for the meeting.

If for any reason you are unable to attend, please phone me so that we can make alternative arrangements.

Please let me know if you would like our office to arrange hotel accommodation. I look forward with great pleasure to our meeting.

Yours sincerely,

Russell Woodberry

Lesson 43

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。

merging 合わせる

distribution 分布

prospect 見込み、可能性

expanding 拡大

alternative 代替りの

accommodation 宿泊場所

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. **When and where are Mr. Wang and Russell Woodberry scheduled to meet?**
2. **What is the purpose of the meeting?**
3. **If you were scheduling an appointment, what are the important factors include?**
4. **How do you usually confirm your appointments?**