

Lesson 49

1 TOPIC QUESTION

今日のトピック

Request to Keep the Office Clean

オフィス美化のお願い



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。

From: Management
Sent: Monday April 21, 2007.
To: All Employees
Subject: Request to keep the office clean

All Employees,

Recently, the janitor has reported that the office has been really dirty. The staff break room has been especially messy. There was trash on the floor and table. The tables were dirty.

Please clean up after yourself and help maintain a clean environment for the next person. Please throw away all your trash in the correct bins. Also wipe down the table after use. After your work day please make sure that your table is organized before you leave. If there are any spills, please get a mop and clean them up.

A clean working environment is a happy working environment. Have a nice day and thank you for your cooperation.

Sincerely,
Management

Lesson 49

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。

mop モップ

spills こぼしたもの

janitor 管理人

wipe down 拭う

bin ゴミ箱

cooperation 協力

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. **Where in the office is especially dirty?**
2. **Who notice that the office is really dirty?**
3. **Does your company have a staff break room? If so, please describe it.**
4. **If one of your employees is making a mess and didn't clean up after himself. Would you say something to him/her?**