

## Lesson 64

## 1 TOPIC QUESTION

今日のトピック

## Agenda

アジェンダ



## 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。

University of Kamata  
Joint Health and Safety CommitteeAGENDA**Date:** Thursday, September 11, 2003.**Time:** 9:30 a.m. to 11:30 a.m.**Location:** Conference Room 704, 7<sup>th</sup> Floor, 15 Huron Street,**Minutes of Last Meeting (D. Rodney)****Old Business**

- (a) Assessment of Loading Dock Safety (J. Doe)
- (b) Management response to Committee's recommendations for increased lighting, storage room 324 (G. Smith)

**New Business**

- (a) Refresher staff training in manual lifting and back safety.
- (b) Review of University safety standards (S. White)

## Lesson 64

## 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。

**recommendation** 推奨

**conference** 会議

**assessment** 査定

**standard** スタンダード

**manual** マニュアル

**committee** 委員会

## 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 is the importance of an agenda?
2. What is the agenda about?
3. What are some important points that need to be included on a agenda?
4. Do you think it is necessary to have an agenda before meetings? Explain your answer.