

Lesson 1

1 PHRASE OF THE DAY

今日のフレーズ

Right then, shall we get started?

それでは、皆さん始めましょうか？

2 SITUATION

状況

Tomo is starting a monthly meeting.
トモは月例ミーティングを始めるところです。



3 DIALOGUE

ダイアログ

Directions: First repeat after your tutor and then practice each role.

Tomo: I'd like to thank everyone for coming today. I think we're still waiting for Mark to arrive. The weather's been quite pleasant the past few days, hasn't it?

Mark : Yes, it has.

Cathy : Yes! Absolutely wonderful!

Mark : I'm terribly sorry for being late. I hope I didn't keep everyone waiting long.

Tomo: Not long at all, Mark. Is that everyone? **Right then, shall we get started?** As you know we have a lot of ground to cover today and precious little time to do it in. How about if we begin by making some introductions?

4 VOCABULARY

語い

Directions: First repeat after your tutor and then read aloud by yourself.

pleasant 快適な

being late 遅れる、遅刻

absolutely 絶対に

right then それでは

Lesson 1

5 LANGUAGE FOCUS

今日のポイント

Right then, shall we get started?

それでは、皆さん始めましょうか？

Meeting – Starting a Meeting

Directions: First repeat after your tutor and then read aloud again by yourself.

Welcome everyone. Let's get started, ok?

If everyone's here, how about starting the meeting?

Good afternoon, thank you all for coming.

Well, since everyone is here, we should get started.

I think we'll begin now. First I'd like to welcome you all.

We have a lot to cover today, so we really should begin.

4 ACTIVITY

練習

Activity 1: Discuss when it's appropriate to hold an informal meeting and when it's most appropriate to hold a formal meeting. Discuss what sort of language is used in each. Once finished, practice opening a formal and an informal meeting.

Activity 2: It's often customary to have a brief chit-chat session before the meeting officially begins. People often discuss things unrelated to the meeting, like the weather, family, weekend plans, etc.

How does this differ from a Japanese meeting?
What things are suitable to discuss before the beginning of a meeting and what things are inappropriate?

Hints

ヒント

suitable 適切な**chairperson** 議長**chit-chat** 雑談**talk about** ~の話**appropriate** 適切な**inappropriate** 不適切な**brief** 小さな、短い、簡単な