

Lesson 38

1 PHRASE OF THE DAY

今日のフレーズ

Could you check over my numbers before I submit the report...

レポートを提出する前に数字を確認してくれますか？

2 SITUATION

状況

Pam has a problem with her report and is asking Tom for help.
パムはレポートの問題についてトムに手伝いを求めています。



3 DIALOGUE

ダイアログ

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

Pam: Tom, are you busy at the moment?

Tom: Not really. Why, what's up?

Pam: I just wondered if you could give me a hand with this report about the latest survey results.

Tom: Sure, what seems to be the problem?

Pam: **Could you check over my numbers before I submit the report?** The numbers don't seem to add up.

Tom: Don't worry about it. Actually, I've just finished all my work, so I'm all yours. Send me an electronic copy of the results and I'll check them over to see if any errors have been made.

Pam: I really appreciate this Tom. I'm under the gun with this report. The boss dropped it on my desk only two days ago, and he wants the results by the end of the week!

4 VOCABULARY

語い

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

give me a hand 手を貸して

add up つじつまが合う

I'm all yours なんでも手伝うよ

electronic copy 電子コピー

check over 確認する

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5 LANGUAGE FOCUS

今日のポイント

Could you check over my numbers before I submit the report...

レポートを提出する前に数字を確認してくれますか？

Office Talk - Asking for help

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

Can you give me a hand with...?

Can I borrow you for a minute?

Do you have a moment?

Can you spare a few minutes?

I could use a hand here.

Could you help me with this?

Can you give me a few tips?

Can I get your opinion on this?

Do you have any pointers?

How would you go about this?

How do I do this?

Would you mind [doing this] for me?

Do me a favor...

6 ACTIVITY

練習

Activity 1: Discuss about the latest project you have worked on. What did you have to do? How long did you have to do it? Did you need assistance in finishing it? Try to give as many details as possible.

Activity 2: How would you request help for the following tasks:

- * completion of a report
- * assistance writing a speech
- * opinion about a design you have created
- * creating a customer satisfaction survey
- * drafting a formal letter of apology to an important client

Hints

ヒント

apologize 謝罪

assistance 援助

layout レイアウト

lend a hand 手を貸す

no problem 問題ない

opinion 意見

presentation プレゼンテーション

speech スピーチ