

## Lesson 67

## 1 TOPIC QUESTION

今日のトピック

# Requesting Time Off

休暇申請

## 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。



## Requesting Time Off

October 31<sup>st</sup>, 2010.

Home Department  
1234 Fake Street  
Vancouver, BC, V6P 4H7

Dear Ms. Cheng

I would like to request a 15 working day leave of absence for personal reasons. If possible, I would like to leave work on July 1<sup>st</sup> and return on August 1<sup>st</sup>.

If approved, I will be traveling during this time period, but I would be glad to assist with any questions via email or Skype.

Thank you very much for your consideration.

Sincerely,

Arthur Wang

## Lesson 67

## 3 VOCABULARY

語い

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

課題: 先生の後に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。

**assist** 補助

**absence** 不在

**sincerely** 心から

**approve** 承認する

**request** 要求

## 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 will Mr. Wang be doing during his time off?
2. How can we contact Mr. Wang during his time away from the office?
3. Describe a time that you requested a time off from work or school?
4. If you were a supervisor what kind of request would you not approve?