

Lesson 36: Business Meeting 1 (Attending a Meeting)

By Xandra

1. Dialogue

First, repeat after your tutor. Then, practice each role.

Mr. Yamada is acting as chairperson at a meeting. John is his assistant. Among the attendees is Mr. Anderson.

Mr. Yamada: Thank you all for coming to the meeting at such short notice. John, could you hand out the agenda and information sheets?

John: Sure, Mr. Yamada.

Mr. Yamada: Also, would you mind taking the minutes of the meeting, John?

John: Not at all, sir.

Mr. Yamada: Thank you. Well, let's get started. The main objective of this meeting is to discuss the old factory in Arizona. The first item on the agenda is to decide what to do with the building.

Mr. Anderson: What are our options?

Mr. Yamada: There are a couple of suggestions. The first option is to tear it down and rebuild from the ground up. You can find the estimated costs in your information sheets.

Mr. Anderson: The other option is to renovate the old factory, I assume.

Mr. Yamada: That's right. Please take in to consideration that the machines are antiquated. We will not be able to **comply with** new safety regulations if we operate with old machines.

2. Today's Phrase

First, repeat after your tutor. Then, make a few sentences using Today's phrase.

1. School buildings must **comply with** the standards set by the Department of Education.
2. The company was happy to **comply with** my request.
3. The restaurant was shut down because it didn't **comply with** sanitation laws.

* **comply with ~ /** (規則など)に従う、応じる

3. Your Task

You are the manager of a computer shop and you have called a meeting. Everyone has gathered in the room, and you announce that the meeting is starting. First, thank the employees (=your tutor) for coming. And then, state the agenda of the meeting, which is as follows: 1) to announce the opening of a new store 2) to inform the employees that some of them will have to transfer to the new shop, 3) to inform the store staff that they have to work over time every day for the next week.

4. Let's Talk

How are meetings conducted in a Japanese company?

Are meetings exciting for you? Or do you find them boring? Explain your answers.

Must we always wear a suit in a business meeting? Why do you say so?

5. Today's photo

Describe the photo in your words as precisely as possible.



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