

Lesson 37: Business Meeting 2 (Organizing a Business Meeting)

By Xandra

1. Dialogue

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

Kumiko is organizing a meeting. Mark is one of the office staff. Kumiko is assigning some tasks to Mark.

Kumiko: Hello, Mark. Did you get my email about next week's meeting?

Mark: Yes, I did.

Kumiko: Great! I'd like to ask you to review the minutes from the last meeting.

Mark: Sure, I can do that. Is there anything else I can do?

Kumiko: Can I **count on** you to make a simple summary of the previous meeting? We have to remind our bosses of what they've discussed and agreed on.

Mark: Do I need to print it out?

Kumiko: There's no need. Just send it to me by email. It will be included in the PowerPoint presentation.

Mark: When do you need it?

Kumiko: I would appreciate it if you could send it to me by tomorrow.

2. Today's Phrase

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

1. A: Can you finish the job by tomorrow?

B: You can **count on** me.

2. Most people in Tokyo **count on** the subway system for their daily commute.

3. I'm **counting on getting** a raise this year.

* **count on** ~ / ~に頼る、~を当てにする、~を期待する

3. Your Task

Your boss has given you the task of organizing a meeting. You have called your co-workers, and informed them of the date and time. Three of those people cannot come to the meeting, and they have asked if it could be rescheduled to another day. Inform your boss (=your tutor) of the situation. Ask him if the meeting could be moved to the following week.

4. Let's Talk

What are the dos and don'ts of organizing a meeting?

Can you organize a meeting on your own? Explain your answer.

Which is better when organizing a meeting: sending out an email, or informing everyone over the phone? Explain your answer.

5. Today's photo

Describe the photo in your words as precisely as possible.



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