

Lesson 39: Setting Personal and Departmental Goals

By Xandra

1. Dialogue

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

Best Automobile is a company that sells cars. The sales executives are having a meeting. Ms. Carter is asking everyone to set short-term goals.

Ms. Carter: Miho, please tell us about your goal.

Miho: My goal is to sell **at least** 10 cars this month.

Ms. Carter: That's wonderful. What about you, Taro?

Taro: My goal is to attend a sales training seminar.

Ms. Carter: When do you plan to do that?

Taro: I can accomplish it within a month.

2. Today's Phrase

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

1. **At least** 300 people came to the job fair.
2. My car is in the shop being fixed. It will cost **at least** \$1,000 for the repairs.
3. The line at the bank was too long. I waited for **at least** an hour.

* **at least** / 少なくとも

3. Your Task

You work as a manager at a big computer shop. Your boss (=your tutor) is often angry because the stock room is always messy and a lot of items are missing. As your goal for this month you have decided to organize the stock room. Tell your manager (you tutor) about it and why you think a tidy stockroom is important for the shop.

4. Let's Talk

What goals have you set in the past?

What business goals have you recently accomplished?

Do you like setting goals? Why or why not?

5. Today's photo

Describe the photo in your words as precisely as possible.



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