

## Lesson 45: Organizing a Company Event

By Xandra

### 1. Dialogue

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

Taro is organizing a bowling tournament for the company. He is talking to Ben, the manager of a sports club.

Taro: I'd like to inquire about your bowling facility. My company is having a tournament in September.

Ben: What would you like to know?

Taro: Can I reserve 4 bowling lanes for 2 hours?

Ben: Yes, you can. If you would give me the time and date, I could make the reservation right now.

Taro: That would be every Saturday for the entire month of September, from 9:00AM to 11:00AM.

Ben: Okay, I got it. How about a golf tournament? I'm sure there are golfers in your company.

Taro: You're right. My boss would love that, but I'm concerned about the weather.

Ben: I understand. Maybe you can hold the tournament in October. It's the best month for playing golf.

### 2. Today's Phrase

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

1. I am concerned about my health.
2. Are you concerned about the environment?
3. Japanese students are always concerned about their test scores.

\* be concerned about [for] ~ / ~を心配している

### 3. Your Task

You and a co-worker (=your tutor) are organizing a company seminar. Here are the tasks that need to be done: 1) send out a memo to your colleagues for the seminar's details, 2) book a function room, 3) confirm the speaker's schedule, 4) check the equipment needed for the seminar. Discuss the required tasks with your co-worker then divide these tasks between the two of you.

### 4. Let's Talk

What do you think of when you hear the phrase 'company event'?  
What are the do's and don'ts of organizing a company event?  
Who organizes events in your company? Do they do a good job of organizing events? Why do you say so?

### 5. Today's photo

Describe the photo in your words as precisely as possible.

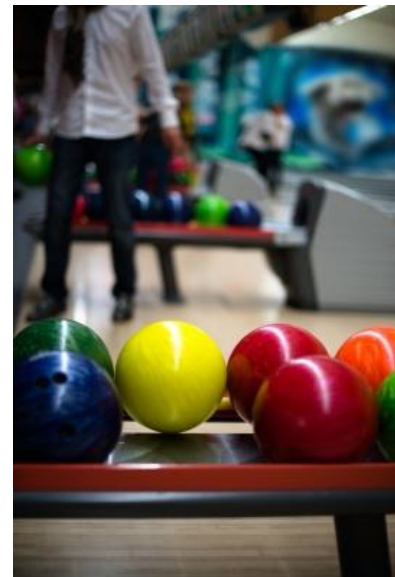


Image courtesy of franky242 / FreeDigitalPhotos.net