

Lesson 45: Organizing a Company Event

By Xandra

1. Dialogue

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

Taro is organizing a company seminar. He is talking to Ben, the reservations officer at a hotel.

Taro: Hello, Ben. This is Taro Nakamura. We talked on the phone yesterday. We've decided to make use of the hotel's function room.

Ben: I see. Let me confirm the dates. That would be from September 23rd to 25th, correct?

Taro: That's right, Ben.

Ben: I'll finalize the function room reservation right now. Is there anything else I can help you with?

Taro: Eleven of the attendees will be coming from overseas. I'll need to book rooms for them.

Ben: What are their names, sir?

Taro: Can I get back to you on that? I don't have the list right now.

Ben: Sure, Mr. Nakamura. What about meals for the seminar?

Taro: I saw the bento meals on the brochure. I think the foreigners will like them. Can you tell me what the bento meals **are composed of**?

Ben: There are many kinds of bento to choose from. Why don't I send the options via e-mail?

2. Today's Phrase

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

1. Japanese bento meals **are** usually **composed of** rice, a meat dish and some vegetables.
2. The band **is composed of** a guitarist, a pianist and a singer.
3. What **are** instant cup noodles **composed of**?

* **be composed of ~ / ~から成り立っている、できている**

3. Your Task

You are organizing a sports day for the company. You need to send a memo to announce the sports day. In the memo, you should mention the date of the event and where it's going to be held. Also, mention the games to be played on the day: soccer, tennis doubles, relay run, tug-of-war. Encourage everyone to join this fun day. Write the memo and then read it to your tutor.

4. Let's Talk

Talk about your experience in organizing events in your company.

What are the advantages and disadvantages of being an event organizer?

Should organizers check with the participants on what they would like to experience, eat or see in a company party? Why do you say so?

5. Today's photo

Describe the photo in your words as precisely as possible.



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