

# Welcome to Business Beginner “Lesson12”

Today’s topic is (本日のテーマは)

# “Take an Appointment”

アポイント (予約・約束) をとる

**SAMPLE : 全7ページのうち、2ページをご紹介します。**

## C. Conversation Practice

Direction: Practice talking with your tutor. Read the Call out A.(10 -14 minutes )

あなたがA、講師がBで会話してみましょう。

A

1. Set an **appointment** for me with Mr. Akita this afternoon.
2. One o'clock. We need to **discuss** an important matter.
3. We have a **problem** regarding our sales.  
売上に関して
4. Yes, please **check** also if Mr. Sato will be around.  
佐藤さんも来られるかどうか
5. Thanks. I will **wait** for your response.

B

1. Okay. What time would it be?
2. **About** what?
3. Well, it's an important **meeting** then.
4. Alright. I will just inform you if he will be coming later.  
知らせる



## D. Fill in the blanks

*Direction: Fill out using the vocabularies below in each set of dialogues.(15-20 minutes)*

下にある単語を使って、空欄を埋めてください。

### Dialogue A

1. This is Natasha Cooper. I have an \_\_\_\_\_ for Thursday at 2 o'clock
2. Yes Ms. Natasha, I can see it here. Are you \_\_\_\_\_ by Thursday then.
3. Unfortunately, there is a \_\_\_\_\_ in my schedule. Can I reschedule it?
4. Yes of course but let me \_\_\_\_\_ our schedule again.

check

problem

coming

appointment