



Welcome to Business Beginner “Lesson18”

Today’s topic is (本日のテーマは)

“Not at his Desk”

彼は席をはずしています

SAMPLE : 全8ページのうち、2ページをご紹介します。



B. Reading Practice

Direction: Read the dialogue with your tutor (5 – 9 minutes).

講師と一緒に会話を読んでみましょう。

Dialogue 1

A: Hello. This is Clark Simon **calling**, is Jack Dawson in?

B: I'm sorry. He is **out of the office** for a **luncheon meeting** right now. Can I **take a message**?

A: Yes, please tell him to **call back** when he arrives.

B: Is that all Mr. Dawson?

A: Yes, thanks and good bye.

B: You're welcome. Bye.



D. Fill in the Blanks

Direction: Fill out using the following vocabularies below. (15-19 minutes).

下にある単語を使って、空欄を埋めてみましょう。

Dialogue A

A : Hi! This is Simon (1.)_____ . Can I talk to your manager?

B : She's inside the Office of the CEO, I'm afraid she will just be (2.)_____ after two or three hours.

A : So you mean she is not (3.)_____ now? Am I correct?

B : (4.)_____ Mr. Simon. I would suggest that it would be much better for you to (5.)_____ this afternoon.

out of the office

calling

available

certainly

call back