



Welcome to Business Beginner “Lesson21”

Today’s topic is (本日のテーマは)

“Support as a Proxy”

代理人としてサポートする

SAMPLE : 全8ページのうち、2ページをご紹介します。



Topic: Support as a Proxy

代理人としてサポートする

A. Practice Vocabulary

Direction: Repeat after your tutor. (0 - 4 minutes)

講師に続いて発音してみましょう。

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|---------------------|-----------|-----------------------|-------------|
| 1. take over | 引き継ぐ | 6. on leave | 休暇中で |
| 2. business trip | 出張 | 7. proxy | 代理人 |
| 3. supports | 支持、サポート | 8. person in-charge | 担当者、主任 |
| 4. feel free to ask | 遠慮なくたずねる | 9. harmoniously | 平和に |
| 5. simple token | ちょっとしたお土産 | 10. while you're away | あなたが出かけている間 |



C. Conversation Practice

講師と下記の会話してみましょう。

at the Marketing Department

Marketing Head

1. Good morning everyone. I am pleased to present to you Miss Castro, she will be the **person in-charge** in my absence. 担当者

Miss Castro

1. Hello, it's my pleasure to see all again. I do hope that we will work **harmoniously** for two weeks while Mr. Takada is attending the Economic Summit.

Staff 1

1. Hello, Miss Castro, we are glad to see you again.

Staff 2

1. Welcome back , ma'am. We hope that you will enjoy working with us again.

Staff 3

3. Don't worry ma'am. We will do our best to **support** Miss Castro **while you're away**.