

Welcome to Business Beginner “Lesson30”

Today’s topic is (本日のテーマは)

“Make a Speech”

スピーチをする

SAMPLE : 全6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 part of the Call Out A. (10 -14 minutes)

Aを担当して、講師と会話してみましょう。

A

1. Let's get **ready** with the **program**!
2. Don't worry about that. I already reminded him about the **time**.
3. Of course! I told him to prepare a **short message** for everybody.
4. Me too. By the way I need to **leave** early, I'm afraid I will not finish the program.

B

1. How about our guest speaker?
2. Did you tell him that he needs to **make a speech**?
3. That's good! I **believed** everything is **prepared** already.
4. That's okay. You don't have to worry.



D. Fill in the Blanks

Direction: Fill in the blanks with the vocabularies at the side . (15-19 minutes).

右側にある単語を使って、空欄を埋めてみましょう。

Dialogue A

- A. Mr. Matsunaga informed me that you will be the guest of honor in the coming (1) _____ for our Anniversary celebration.
- B. Really? What a surprise! I need to be (2) _____ for that.
- A. He also wanted you to (3) _____ for that special day.
- B. I will. What will be the theme of the program?
- A. “It’s (4) _____ Over Matter”.
- 「気の持ちようだ」という慣用句
- B. I see. I (5) _____ I can make a good (6) _____ out of that.
- A. I hope so. Let me remind you that a (7) _____ talk is enough because we (8) _____ a quite long program.
- B. Not a problem. If that’s the case, I want my speech to be checked before the program.
- A. Sure. Just _____ it on my desk. I have lots of (10) _____ to check that.

prepared

short

ready

message

program

leave

time

believe

make a speech

mind