

**No.**

**Topic:** Making Appointments (アポイントメントを取る)

**Material:** Business English (Office Situation)

**Objectives:**

At the end of the lesson, the students will be able to:

1. Master the vocabularies.
2. Learn to construct grammatically correct sentences.
3. Learn how to set an appointment.

### WARM-UP: PICTURE DESCRIPTION

**Directions:** Use your own words to describe the picture below.

(知っている単語を使用し下記の写真の説明をしてください)



### VOCABULARY

<ul style="list-style-type: none"><li>• Can I speak to</li></ul>	<ul style="list-style-type: none"><li>• Hold on for a minute</li></ul>
<ul style="list-style-type: none"><li>• Can I take a message</li></ul>	<ul style="list-style-type: none"><li>• Diary</li></ul>
<ul style="list-style-type: none"><li>• Convenient</li></ul>	<ul style="list-style-type: none"><li>• Sounds fine</li></ul>

### DIALOGUE

**Scenario:** Mr. Yuzuru Sonada is leaving for a holiday next week. Risa Hirano wants to have an appointment with him before he leaves so she calls his office.

**Secretary:** Good morning. This is SpeakOne office, how may I help you?

**Risa:** Hello, can I speak to Mr. Yuzuru Sonada, please?

**Secretary:** I'm afraid he's in a meeting until lunchtime. Can I take a message?

**Risa:** Well I would like to arrange an appointment to see him, please. This is Risa Hirano.

**Secretary:** Could you hold on for a minute, Ms. Risa? I'll check his schedule. (Pause) So, when's convenient for you?

**Risa:** Sometime next week if possible. I gather he's away the following week.

**Secretary:** Yes, that would be ok, he's on holiday for a week.

**Risa:** Well, I need to see him before he goes away. So, would next Wednesday be okay?

**Secretary:** Wednesday? Let me see. He's out of the office all morning. But he is free in the afternoon after about three.

**Risa:** Okay, that sounds fine. Thank you so much.

**Secretary:** Okay, you're welcome. Bye.

### **DIALOGUE BUILDING**

Directions: Practice a dialogue with your tutor by completing the lines below.

下記の会話を完成させて下さい

**A:** Speakone office, how may I help you?

**B:** Can I \_\_\_\_\_?

**A:** I'm afraid \_\_\_\_\_.

**B:** Can I leave a message?

**A:** No worries! What would it be?

**B:** \_\_\_\_\_.

**A:** Anything else that I can assist you with?

**B:** \_\_\_\_\_.

**A:** Okay, you're welcome! Bye.

### **QUESTION AND ANSWER**

1. Do you have an experience setting an appointment? What was that all about?
2. Was the person on time in the said appointment?