

Meetings

Warm-up

1. How many meetings do you have in a day or in a week?
2. What kind of meeting do you often have at work? Give details.
 - a. Routine staff meetings
 - b. Decision making meetings
 - c. Meetings with customers or suppliers



Useful Expressions

Go through the expressions with your instructor. Pay attention to pronunciation and intonation. Practice the mini-conversations substituting another word or phrase with a partner.

■ Giving Opinions 意見を述べる

1. A: **What do you think about** the price of this beer? 1. A: このビールの価格をどう思いますか。

B:

- **I think it's about right.**
- **I think it's too high for** a can of beer.
- **I think we should** reconsider it.
- **I think it's okay, but if possible,** we should reduce it a little bit more.
- **I don't think** the price matters that much.

B:

- 妥当な線だと思います。
- ビール1缶にしては高すぎると思います。
- 考え直したほうがいいと思います。
- いいとは思いますが、もし可能ならもう少し下げたほうがいいと思います。
- 値段はあまり関係ないと思います。

Useful Expressions

■ Agreeing 賛成する

2. A: I think we should target homemakers. 2. A: 主婦をターゲットにしたほうがいいと思います。

B: {

- I agree with you. / I'm with you.
- I think you're right. / I think so, too.
- **Definitely!** / **Absolutely!**
- **That's what I was thinking.**
- **I like what you've just said.**
- **I partially agree with you.**

B: {

- あなたに賛成です。
- 私もそう思います。
- そのとおりです!
- 私もそう考えていました。
- それはいい考えですね。
- 部分的にあなたに賛成です。

Useful Expressions

■ Disagreeing 反対する

3. A: Why don't we speak to sales?

- B:
- **I don't think it's a good idea.**
 - **That's one idea, but** there is a problem in doing that.
 - **I don't know about that, because** they don't usually listen to us.
 - **I don't agree with that, because** it will make things worse.

3. A: 営業部と話をしたらどうでしょうか。

- B:
- それはいい考えではないと思います。
 - それも1つのアイデアですが そうするには問題があります。
 - それはどうかと思います。 彼らはだいたい我々の言うこと聞かないですから。
 - それには反対です。 事がおおげさになってしまいますから。

Useful Expressions

Listen to the instructor and repeat the expressions aloud.
Pay attention to pronunciation, stress and intonation.

■ Asking for an Opinion 意見を求める時の有用表現

1. **Does anyone have** any (objections, questions, comments) **on this?**

1. この件に関して何か(反対意見、質問、コメント)のある方はいらっしゃいますか。

2. **How do you feel** about this?
What do you think about this?
What's your view on this?

2. この点についてどう思いますか。

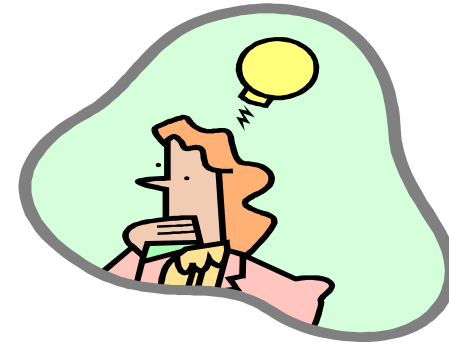
■ Giving an Opinion 意見を言う時の有用表現

3. **I'm sure** that this project will be successful. 3. このプロジェクトが成功するということを確信しています。
4. **I think we should** talk to Mr. Tanaka first. 4. 先に田中さんと話した方がいいと思います。
5. **In my opinion**, we should run more tests. 5. 私の意見では、もっと検査を実施するべきだと思います。
6. **What I'm trying to say** is that we don't really need to have another meeting. 6. 私が言いたいのは再度会議をする必要は本当はないということです。
7. **As far as I'm concerned**, our product is better than our competitors'. 7. 私の考えでは、競合よりも我々の商品の方が良いと思います。
8. **If you ask me**, we should change the color. 8. 私に言わせれば、色を変えるべきだと思います。
9. **The way I see it**, a simple design is best. 9. 私が思うには、シンプルなデザインがベストです。
10. **It seems to me** that we're having a problem communicating. 10. コミュニケーションの問題があるように思われます。
11. **I get the impression** that consumers generally don't like artificial additives. 11. 私は消費者は大抵添加物を好まないという印象を持っています。

Class Work

Work with the whole class. Discuss one of the following topics. Give your opinions. Agree or disagree with your classmates.

1. Which pro-baseball team will win this year?
2. Which family restaurant is the best?
3. Which is the best city to live in?
4. Who is the greatest Japanese person in history?
5. How can you be healthier?
6. How can you make your office better?
7. How can you improve your products?



Class Work

Work with a partner or in groups. Choose a topic and share your opinions using a variety of 'opinion' expressions.

- **What do you think about ...**
- **How do you feel about ...**
- **What's your opinion on ...**

1. Internet shopping?
2. the growth of fast food restaurants such as McDonalds, KFC, etc...?
3. children learning English in kindergarten?
4. employees working from home three days a week?
5. working overseas for five years?

6. social networking services such as Facebook or Twitter?
7. changing the company's official language to English?
8. increasing the cigarette tax?
9. changing the college entrance season from spring to fall?
10. Japanese comics?