

## Lesson 5 In the meeting

### Starting

#### Expressions

Shall we **get started**?

それでは始めましょう。

- **Can we start** the meeting now?  
会議を始めて宜しいですか？

**The purpose of this meeting is to** exchange some ideas about how to boost our sales.

この会議の目的は、私達の売上を飛躍的に伸ばすための意見を交換する事です。

- **The purpose of this meeting is to** get the information on the current sales status.  
この会議の目的は、現在の売上状況の情報を得る事です。

#### Let's talk

student: Shall we get started?

teacher: Yes, we are all here.

student: The purpose of this meeting is to exchange some ideas about our new project. Do you have any suggestions?

teacher: I think we need to do more research.

#### Questions

1. What do you say when you want to start the meeting?
2. What's the purpose of this meeting?
3. What is the first idea?

## Sharing information

### Expressions

**Please take a look at** the copy on the desk.

机の上にある資料をご覧ください。

- **Please take a look at** the graph on page 4.

4ページ目のグラフをご覧ください。

What does the second bar on that bar graph **represent**?

棒グラフの2つ目の棒は何を表しているのですか？

- What does the green segment on that pie chart **represent**?

円グラフの緑の区分は何を表しているのですか？

### Let's talk

student: Please take a look at the copy on the desk.

teacher: What does this graph on page 1 represent?

student: It illustrates the monthly sales for this year.

teacher: Sales in August are very low compared to the last year.

### Questions

1. What do you say when you want to show your documents?

2. What do you say when you want to ask about the information?

Let's try

Please complete the following conversations.

1. student: ----- get started?

teacher: Yes, we are all here.

student: The ----- is to exchange some ideas about our new project. Do you have any suggestions?

teacher: I think we need to do more research.

2. You: Please ----- the copy on the desk.

teacher: What does this graph on page 1 represent?

student: It illustrates the monthly sales for this year.

3. student: -----?

teacher: Yes, we are ready.

student: ----- to exchange some ideas about how we increase our sales.

4. student: What does this graph -----?

teacher: It illustrates the monthly sales for last year.

student: We need to improve the sales in July.