

Lesson 8 Closing the meeting

Coming to the end

Expressions

It's time to bring the meeting to a close.

そろそろ会議の終わりに近づいて来ました。

- Time's almost up.
時間になりました。

Is there anything else that you'd like to talk about?

他に何か話すべき事はありますか？

- Is there anything else that we need to discuss?

Let's talk

student: Is there anything else that you'd like to talk about?

teacher: No. I think we have talked about everything.

student: Alright. It's time to bring the meeting to a close.

Questions

1. What do you say when you want to ask if there is something else.
2. What do you say when you want to finish the meeting?

Coming to the end

Expressions

I think we should have another meeting about this next week
私は、この件について来週にもう一度会議をした方がいいと思います。

- Let's carry it over to the next meeting.

この件は次回の会議に持ち越しましょう。

That's the end of today's meeting.

それでは会議を終わります。

- That brings us to the end of today's meeting.

Let's talk

teacher: We have to think further about this issue.

student: I think we should have another meeting about this next week.

teacher: It seems so. I will do more research on that until then..

student: Alright. That's the end of today's meeting. Thank you very much for your time.

Questions

1. What do you say when you should do another meeting?
2. What do you say when you want to close the meeting?

Let's try

Please complete the following conversations.

Time's almost up.

It's time to bring the meeting to a close..

Is there anything else that you'd like to talk about?

Is there anything else that we need to discuss more?

1.

student: Is there anything else that ---- ----- to ---- -----?

teacher: No. I think we have talked about everything.

student: Alright. It's ---- to ---- the meeting to a -----.

2.

teacher: We have to think further about this issue.

student: I think we should have ----- ----- this next week.

teacher: Alright. I will calculate the cost again. .

student: Yes, please. Now that's the ---- of ---- ----- .

3.

student: Time's ---- ----- . Is ---- ----- ----- ----- ----- -----?

teacher: No. I think we have discussed enough about today's topic..

4.

teacher: It would take 3 days to figure out the costs of our equipments.

student: . student: Let's ---- ----- ----- ----- ----- next meeting.

teacher: I will have all the information ready by the next meeting.

student: That ----- us to ---- ----- ----- ----- .