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## Lesson 1 | Introduction and Dialogue #1

### Worksheet | Dialogue 1

What's going on?	どうしたの？ 現状を聞く
ask for a favor	お願いをする
in a rush	急いで
depend on	-に頼る
I hear you	分かりますよ
stress out	イライラする
have got to/have gotta	-しないとイケない
make sure	必ず-する

Person 1: Hey, you don't look too happy today. *What's going on?*

Person 2: Well, my boss *asked* me *a favor* this morning, but I was kind of *in a rush*, and I completely forgot doing it. He told me that he couldn't *depend on* me anymore, and I am afraid that he'll take me off the project leader position.

Person 1: *I hear you*, but I don't think you should *stress out* too much. I remember when I made a huge mistake and felt the same way. My boss sure was angry, but after a few days he was okay. So, you shouldn't worry too much about it.

Person2: Thank you for saying that. I *have* just *gotta* hope for the best and *make sure* I don't do it again.

## Lesson 2: Dialogues #2, #3, and #4

### Worksheet | Dialogue 2

gonna	going to (未来形にする)
let's see	確かめてみよう、どうなるかな
appear to	-のようだ
supposed to	-のはずだ、-するべきだ
I'm not sure	はっきりとは分かりません
if you wouldn't mind	差し支えなければ
down the street	道を進んだところ
anyway	どっちにしろ、とにかく

Person 1: My computer won't turn on since last night. I'm **gonna** have to get it fixed because I have my presentation for tomorrow saved on the desktop.

Person 2: **Let's see**. It **appears to** have no damage on the outside. How long have you been using this computer?

Person 1: I bought it about a year ago, so, it's not **supposed to** be broken.

Person 2: Well, **I'm not sure** if I can identify the problem and fix it by tomorrow. **If you wouldn't mind**, I suggest that you take this computer to the shop **down the street**. They can get the data out of your computer straight from the hard disk.

Person 1: Okay. I will try the other shop. Thanks **anyway**.

Worksheet | Dialogue 3

absolutely	もちろんいいですよ
as of	-の時点で
that sounds promising	それは期待できそう
mean to	-するつもりである
available	使用可能な
you know	ほら、でしょ（確認）
take on	仕事を引き受ける
big deal	たいしたこと

Person 1: How is the business proposal coming? Do you think you can finish it by tomorrow for the presentation?

Person 2: **Absolutely.** In fact, I have finished the first draft, and **as of** now, I am revising the proposal.

Person 1: **That sounds promising.** Is there anything I can help you with?

Person 2: Well, I've been **meaning to** ask you to play a specific role in the presentation. I am confident about presenting the content, but when it comes to the numbers, I don't think I am the best person **available** to talk about them, **you know**? So it would be great if I could ask you to **take on** that part of the presentation because you are the expert.

Person 1: Sure, no **big deal**.

Worksheet | **Dialogue 4**

book	予約する
to and from	発着、往復路
flat	アパート（英国）
definitely	もちろんです
though	-けども
happen to	ひょっとして
no longer	以上-ない
never mind	気にしないで

Person 1: Thank you for choosing our service. How may I help you?

Person 2: I would like to **book** a taxi service **to and from** the international airport this Friday. My **flat** is located on Melbourne Street.

Person 1: **Definitely**. Before booking a service **though**, I need to ask you for some more information. How many people will be using the transportation?

Person 2: There will be four adults. One of us will be in a wheelchair. Do you **happen to** have a specially equipped car for people with special needs?

Person 1: We do have a special van that we usually use for special needs service. However, that van broke down last week, and we have not been able to repair it. So the van is **no longer** in service.

Person 2: **Never mind**. We can fold the wheelchair and put it in the trunk.

## Lesson 3 | Dialogues #5, #6, and #7

### Worksheet | Dialogue 5

you --, didn't you?	付加疑問文
yeah	yes のくだけた形
might	may の過去形、確信度が低い場合に使用
be concerned	気にかかる
be big on	興味がある、好む
most likely	もっとも-でありそう
due to	-のため、-が理由で
namely	例えば
work out	運動する、(物事が) 上手くいく

Person 1: You heard about the new office, *didn't you?*

Person 2: *Yeah*, I think it *might* be a good change, but I'm *concerned* about a few things. First, the new office will be located downtown. That means I will have to travel longer every day to get to work. I *am* not really *big on* commuting long distances. It is also *most likely* that the company will cut transportation expenses *due to* the high cost of building the new office. That means that not only will I have to travel farther, but I will also have to pay more out of my pocket.

Person 1: *Yeah*, I get the picture. Don't forget that the new office will make many positive changes to our work environment, *namely* the free food service in the cafeteria and the sports facility for *working out*.

Person 2: That's true. Maybe it will *work out* after all.

Worksheet | Dialogue 6

than expected	予想よりも-だ
from the look of	-の光景から
on schedule	予定通り
I'm afraid so	残念ながらそのようです
what if	-だったらどうでしょう
that sounds nice/good	いいね
go ahead	どうぞ
get started	始める

Person 1: Hi, Ken/Nancy. I have a quick favor to ask.

Person 2: What can I do for you?

Person 1: I am on my way to the conference, but the traffic is looking awfully heavy. It is taking a lot longer *than expected*. *From the look of* the traffic, I will be 15 to 20 minutes late. It won't be possible to start the conference *on schedule*. Could you please change the starting time to 9:30 instead of 9:00?

Person 2: That's gonna be a little difficult. I'm concerned that there are quite a few people already waiting in the conference room. Are you certain you can't make it here on time?

Person 1: *I'm afraid so*.

Person 2: *What if* I have Johnny start the conference instead and take care of general business at the beginning?

Person 1: OK, *that sounds good*. Please *go ahead* and *get* the conference *started* on time.

Worksheet | Dialogue 7

as you can see	見ての通り
so far	今のところ
known as	-として知られている
in the long run	長期的に見て
fabulous	素晴らしい
be famous for	-で有名
plenty of	たくさんの

Person 1: *As you can see*, our lab is equipped with the latest technology to invent and test new medicines. Since the establishment of this special lab, we have been successful in producing more than 100 new medicines to help people *so far*.

Person 2: I understand that one of your best products has been the painkiller medicine *known as* the “magic pill”. In recent years, however, other labs and companies have been producing other painkillers that are just as effective as yours. What is your long term strategy to compete with these companies?

Person 1: That’s a good question. As you know, we *are famous for* the high quality of our products. We also have a long history of lab research and *plenty of* experience in making the most effective and the safest painkillers. *In the long run*, we are sure that we will continue to compete by doing well the same things that we have always done. That’s all.

Person 2: That is *fabulous*!



## Lesson 4 | Dialogues #8 and #9

### Worksheet | Dialogue 8

on behalf of	-のために
quick announcement	簡単なお知らせ
find out	調べる
the former	前の、最初の
since	because と同じ働き
the latter	後の
be appropriate for	-にふさわしい、適している
email	メールする

Person 1: *On behalf of* Will Anderson, our manager, I have a very *quick announcement* to make. He is keen on *finding out* the opinions of the employees regarding the location for the company barbeque this year. The two options that he has suggested are the Chestnut Farm Park or the Palm Tree Beach Park.

Person 2: I prefer *the former* option *since* I have been to that park, and I really liked that place. It is very family-oriented with playgrounds for children and has very clean bathrooms.

Person 3: Well, I like *the latter* option. I have heard that you can see a very beautiful sunset from the beach park. Also, a hotel nearby does fireworks at night. I think these *are* very *appropriate for* the occasion.

Person 1: Thank you both for your opinions. Could you please *email* them to me?

Worksheet | Dialogue 9

sure thing	もちろんいいですよ
I mean,	というのは、それは
wanna	want to の口語形
for a living	仕事で
at all	全く
you bet	依頼に対して了承、もちろん
the sooner, the better	早ければ早いほど良い

Person 1: Could you two make a brief profile of all the job candidates for the interview on this Friday?

Person 2: *Sure thing.* What information would you like to be included?

Person 1: I am not interested in all of the general information. *I mean*, I don't need to know their hobbies and other such things. All I *wanna* see on the profile is their major achievements, and whether they have previously worked in our field or not. I also *wanna* see what they did *for a living*.

Person 3: How about their portfolios? Would you like to have them attached to their profiles or you do not want to have them *at all*?

Person 1: I think it will be great to have the portfolios, but I don't think I will have enough time to view all of them. Would it be too much if I ask you to select a just few of their works from each portfolio to attach to the profiles?

Person 2: *You bet.*

Person 3: When do you want this to be ready?

Person 1: *The sooner, the better.*

Let's make your own dialogue!

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## Lesson 5 | Dialogues #10 and #11

### Worksheet | Dialogue 10

be welcome to	どうぞーしてください
note	注意する
yet	しかしながら
a bit	少し
out of	-を切らしている
room	スペース
be honored to	光栄です
text	メッセージを送る
thank you for your cooperation	ご協力ありがとうございます

- Person 1: This will be the end of our tour. Thank you again for visiting our factory today. Now, I would like to hand out this quick survey. You *are welcome to* make any comments or ask questions. Please *note* that all of the information that you provide on the survey will only be used internally, and will be kept confidential.
- Person 2: Excuse me. I really enjoyed the tour, so I have a lot I want to write on the survey. *Yet* I'm afraid that I'm running *out of room a bit* and can't leave all of my comments.
- Person 3: *I'm honored to* hear that you enjoyed the tour. I have some extra surveys you can use, or you can just simply write on the back of the paper. We also have a texting system used for customer service. You *are welcome to text* us any comments or questions you may have at any time.
- Person 2: That's good to know.
- Person 3: *Thank you* so much *for your cooperation*.

Worksheet | Dialogue 11

run into	偶然会う
Guy	男性
big boss	上司より上の上司
end up	-するはめになる
Run	展開する、行う
I get the picture	なるほどね
Terrific	素晴らしい、ゾクゾクさせる

Person 1: You look so happy ever since you got back from the workshop in Miami. Did anything interesting happen in Miami?

Person 2: Well, the seminar was great. But the crazier thing was I *ran into* Michael Sorensen at Greenhill Construction. You know the *guy*, don't you?

Person 3: Yep, we all know him. He is the *big boss*.

Person 2: We were the only ones from this area, so we talked a lot during the workshop. We *ended up* going out for dinner together, and we had very good conversations. We talked about possibly *running* a project together in the near future.

Person 1: Oh, now *I get the picture*.

Person 3: That's *terrific*.

Let's make your own dialogue!

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## Lesson 6 | Dialogues #12 and #13

### Worksheet | Dialogue 12

as always	いつも通り
address	取り組む、話し合う
fire	解雇する
only if	-の場合のみ
had better	-した方が良く
can't be helped	どうしようもない
well-deserved	十分受けるに値する

Person 1: I saw Peter was called into the manager's office.  
Do you know what happened?

Person 2: I heard he was late this morning *as always*. It was the third time this week.  
So the manager was not very happy.

Person 3: I heard this problem was *addressed* in the last meeting with all the managers. They are concerned not only about him but also the potential negative impact on the company as a whole.

Person 1: Do you think the company will *fire* him?

Person 2: *Only if* he does not change his bad habit. He'd *better* straighten himself up and stop being late for work.

Person 3: It is sad to say, but I think it *can't be helped*. If the company fires him, it will be *well-deserved*.

Worksheet | Dialogue 13

attend to	-に対処する
seem	-のようだ
oops	しまった
no way	ありえない
all the way	はるばる
owe	貸しがある

Person 1: Did you hear about the big complaint we got yesterday? The sales department has been busy *attending to* the problem all morning. I just now finally got some time for a cup of hot chocolate.

Person 2: Yeah, I heard about the problem. It *seems* like you still have a lot to do with all those papers. I assume it's taking a lot longer than expected.

Person 1: *Oops! No way!!* I completely forgot about dropping off this document for printing service to make copies of. And I really don't have time to go *all the way* to the first floor to do it.

Person 3: I'm headed to the first floor now anyway. I can take care of it for you.

Person 1: If you don't mind. Thank you so much. This means a lot to me.

Person 3: No problem, but now you *owe* me one.



Let's make your own dialogue!

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# Lesson 7 | Let's Make Your Own Dialogue Part 1

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# Lesson 8 | Let's Make Your Own Dialogue Part 2

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## 100 Useful Expressions

	English	Japanese	Dialogue
1	what's going on?	どうしたの？ 現状を聞く	1
2	ask for a favor	お願いをする	
3	in a rush	急いで	
4	depend on	－による	
5	I hear you	分かりますよ	
6	stress out	イライラする	
7	have got to	－しないとイケない	
8	make sure	必ず－する	
9	gonna	going to (未来形にする)	2
10	let's see	確かめてみよう、どうなるかな	
11	appear to	－のようだ	
12	be supposed to	－のはずだ、－するべき	
13	I'm not sure	はっきりとは分かりません	
14	if you wouldn't mind	差し支えなければ	
15	down the street	道を進んだところ	
16	anyway	どっちにしろ	
17	absolutely	もちろんいいですよ	3
18	as of	－の時点で	
19	that sounds promising	それは期待できそう	
20	mean to	－しようとする	
21	available	使用可能な	
22	you know	ほら、でしょ(確認)	
23	take on	仕事を引き受ける	
24	big deal	たいしたこと	
25	book	予約する	4
26	to and from	発着、往復路	
27	flat	アパート(英国)	
28	definitely	もちろんです	
29	though	－だけでも	
30	happen to	ひょっとして	
31	no longer	以上－ない	
32	never mind	気にしないで	

33	you --, didn't you?	付加疑問分	5
34	yeah	yes のくだけた形	
35	might	may の過去形、確信度が低い場合に使用	
36	be concerned	気にかかる	
37	be big on	興味がある、好む	
38	most likely	もっとも一でありそう	
39	due to	一のため、-が理由で	
40	namely	例えば	
41	work out	運動する、(物事が)上手くいく	
42	than expected	予想よりも一だ	6
43	from the look of	-の光景から	
44	on schedule	予定通り	
45	I'm afraid so	残念ながらそのようなようです	
46	what if	一だったらどうでしょう	
47	that sounds nice	いいね	
48	go ahead	どうぞ	
49	get started	始める	
50	as you can see	見ての通り	7
51	so far	今のところ	
52	known as	一として知られている	
53	in the long run	長期的に見て	
54	fabulous	素晴らしい	
55	be famous for	一で有名	
56	plenty of	たくさん	
57	on behalf of	一のために	8
58	quick announcement	簡単なお知らせ	
59	find out	調べる	
60	the former	前の、最初の	
61	since	because と同じ働き	
62	the latter	後の	
63	be appropriate for	一にふさわしい、適した	
64	email	メールする	
65	sure thing	もちろんいいですよ	9
66	I mean,	というのは、それは	

67	wanna	want to の口語形	
68	for a living	仕事で	
69	at all	全く	
70	you bet	依頼に対して了承、もちろん	
71	the sooner, the better	早ければ早いほど良い	
72	be welcome to	どうぞーしてください	10
73	note	注意する	
74	yet	しかしながら	
75	a bit	少し	
76	out of	-を切らしている	
77	room	スペース	
78	be honored to	光栄です	
79	text	メッセージを送る	
80	thank you for your cooperation	ご協力ありがとうございます	
81	run into	偶然会う	11
82	guy	男性	
83	big boss	上司より上の上司	
84	end up	ーするはめになる	
85	run	展開する、行う	
86	I get the picture	なるほどね	
87	terrific	素晴らしい、ゾクゾクさせる	
88	as always	いつも通り	12
89	address	取り組む、話し合う	
90	fire	解雇する	
91	only if	ーの場合のみ	
92	would better	ーした方が良い	
93	can't be helped	どうしようもない	
94	well-deserved	十分受けるに値する	
95	attend to	ーに対処する	13
96	seem	ーのようだ	
97	oops	しまった	
98	no way	ありえない	
99	all the way	はるばる	
100	owe	貸しがある	

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