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講師のスカイプチャットにテキスト名を送って下さい

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English Teachers On Call

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**be aske to make an interference.**

**Man:** Hello, my name is Jack Smith. Yesterday I dropped off some brochures about my holiday catering service. Smith Event Planners. I was wondering if you've had a chance to look at them.

**Woman:** Yes. We took a look at them and were quite impressed. We are interested in having a catered gathering for our end-of-year party.

**Man:** Great. Would you like to sit down and make arrangements for the event?

**Woman:** We would actually. However, we need some time to get some specifics ready, but we should call you later in the month with our details.

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**d.) Schedule a meeting**

3. What does the woman offer to do?

a.) Invite the man to a party

**b.) Contact him later with more details**

c.) Schedule a meeting next year

d.) Work for his company

English Teachers On Call-Coach Text

Secretary: Mr. Gates phoned this morning. He said the owners are willing to come down to \$2,000 a month for the office.

Mr. Mclain: That's still too high. Besides, I'd prefer not to move downtown. Did Mr. Gates say anything about the suites in the Dol Building's owner on Sixth Avenue?

Secretary: He said he's still waiting to hear back from the owner. He also asked if we'd be interested in a 1,500 square foot office in Namsan Village.

Mr Mclain: hmmm... its nice but that's too small. They way we're growing , we need 2,000 square feet at the minimum.

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3. What can be inferred about the Dol Building?

- a.) It is not located downtown
- b.) It is a skyscraper
- c.) It is too expensive
- d.) It is located in Namsam Village

Speaker1: Here are the steps of reimbursing travel expenses. First, you need to fill out a travel voucher, that's the blue form here. Take that to your manager, and get his or her signature on the bottom line. Then, take a copy of that form—that's the yellow page underneath—and turn it to accounting. Be sure to attach copies of all your receipts. You keep the third page, the pink form, along with all your original receipts. Reimbursement checks are cut once a month, and they are separate from your normal pay check. They usually go out on the 15<sup>th</sup>.

Speaker2: Ok, blue form to manager, yellow to accounting. I think I've got it. What type of expenses will the company reimburse?

Speaker1: Typically taxi, subway and bus fares; admission fees; meals and drinks up to \$30 a day; and any necessary business supplies—either for use on your trip or after you return. Of course, we'll also reimburse for unexpected costs,

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3. What does the woman say about reimbursement checks?

- a.) They are included in normal pay checks
- b.) They usually are sent on the 25<sup>th</sup>.
- c.) They are issued once a month.**
- d.) They do not include taxi fares.

Meg: Hi, Recy Camp? This is Meg Wales from Gross Catering. I'm sorry, but there's a slight problem with your catering menu for the party Saturday night, and I wanted to ask you how best to handle it. You wanted 20 pounds of fresh caviar, but our supplier is hampered by a labour dispute, so they can deliver only 10 pounds of caviar. We could refund your money for the other pounds, or substitute something else.

Recy: Oh dear. Hmmmm... well, we have more than 200 guest, so it's probably best to substitute at this point. What would you recommend?

Meg: Well, you wanted five pounds of smoked sardines. How about 10 more pounds of those?

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- c.) Not enough caviar
- d.) Too many suppliers

3. What will the speakers probably talk about next time?

- a.) Confirming arrangements
- b.) Doubling the order
- c.) Buying more caviar
- d.) Inviting fewer guests