

Title(ユニット名)

Going to a business meeting (仕事のミーティングに参加する)

Situation(場面設定)

あなたは、米国ロサンゼルス of Atlantic Trade Company という企業に勤めていて、スタッフミーティングのため、会議室にやっています。同僚の Harvey から、11 時 20 分までに来るように言われていたが、現在、11 時 25 分です。

Key phrase(キーフレーズ)

Sorry I'm late. I had to [動詞].

(遅れてすみません。～しなければなりませんでした。)

この表現は、遅刻の理由を説明するうえで用いられます。

Sorry I'm late. I had to take the kids to school, and it was snowing.

Point to note(注意すべきポイント)

"Don't sweat it" (気にしないで) という表現は、問題ないという意味です。

A: Sorry I'm late. I had to take the kids to school.

B: Don't sweat it. We're not that busy today.

Dialogue(会話)

Q01: [Harvey] The meeting is starting soon. Do you know the time?

A01: I'm sorry I'm late. I had to pop ~~in-ato the~~ toilet. ~~because~~ I've had ~~heavy~~ ~~a really bad~~ stomachache since ~~early~~ this ~~early~~-morning.

Q02: [Harvey] Alright. Actually the boss is late too, so we have a few minutes.

A02: Where should I ~~have-a-seatsit~~?

Q03: [Harvey] Anywhere you want. You can sit here next to me if you want.

A03: ~~Thanks-a-lot~~ Great. Can I go out ~~quickly~~ and ~~buy-get~~ a canned coffee at the vending machine ~~quickly~~?

Q04: [Harvey] Oh, I got this coffee for you.

A04: ~~I~~ That's very kind of you. How much ~~shall I pay for~~ was it?

Q05: [Harvey] Five bucks, but don't sweat it. You can get the coffee next time.

A05: ~~Of course, I will sometime soon~~ Definitely. We're going to discuss ~~how-to improve-our~~ sales ~~performancee~~, right?

Q06: [Harvey] That's right. A 2025 sales promotion. The cost of living is skyrocketing, so we need to do something about it.

A06: Do you think I need to suggest some ideas?

Q07: [Harvey] No, you can just listen.

A07: ~~I've felt relieved~~ That's a relief. It's ~~my the~~ first time ~~I attend this~~ I've been to a meeting here.

Q08: [Harvey] I didn't know it was your first meeting here. Did you bring your iPad and laptop?

A08: I brought my iPad. It's kind of a necessity to record minutes at any meeting. What should I write?

Q09: [Harvey] Just the key points. Don't waste time writing everything down.

A09: ~~Sure~~ OK. I'm used to ~~it doing so~~ that. It saves time. Do most people use iPads here?

Q10: [Harvey] Yes, a lot of us use iPads for meetings. Is yours new?

A10: Yes. You noticed that? I got ~~the brand-new one~~ it in Tokyo last month.

General comment

Nice input! You've understood well here and interacted appropriately for a workplace situation. There's some great content too – “It's kind of a necessity to record minutes at any meeting.” was excellent 😊.

Keep up the good work!

Study point 1

“Get” is more often used to mean “buy,” especially in spoken English.

I ~~bought~~ got a new iPhone last week.

If you go to the supermarket, could you ~~buy~~ get some milk?

→ “A03: Great. Can I go out and get a canned coffee...?”

Study point 2

The exclamation here is generally “That's a relief!”, not “I feel/felt relieved.”

Doctor: Your health check results were fine. Patient: That's a relief!

→ “A07: That's a relief.”

Alternative expressions

Other natural expressions for A06 include:

Should I say something?

Do I need to contribute?

Am I expected to make suggestions?