

M1: Anna, how are the designs coming along for the new brochure?

W: I still need a couple more days, but I can have them to you by the end of the week.

M1: Can you get them to me any quicker? The deadline was last Friday, so we really need to move as fast as we can now.

M2: It's my fault, actually. A load of new translation work came in last week and I'm still trying to catch up. As a result, I haven't started the brochure content yet.

W: I can work on the designs today and add the text later, but is there any way you can get the content to me tomorrow?

M2: I'll make it my top priority. I'll get on it right away.

M1: Great, so let's schedule a meeting for the day after tomorrow to go over the designs.

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- W:** Hello, this is Ticket Direct. How may I help you?
- M:** Hi, my name is Trevor Francis. I bought a ticket for this Friday's performance of "Envy, Passion, Revenge!" at the Mayflower, but I just realized that I booked the matinee instead of the evening performance. Is it possible to change the time?
- W:** It might be. Let me just check if there are any seats available for the 7:30 P.M. performance ... OK, there are no seats in the area where you are currently booked, but if you don't mind moving to seats that are farther from the stage, I can make a new booking. These seats are slightly cheaper, so I can give you a \$2 refund.
- M:** That sounds great. Thank you very much.
- W:** Now, could you just give me your booking reference code? You should have received it separately by e-mail.

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- M:** That sounds great. / Thank you very much. /
- W:** Now, / could you just give me your booking reference code? / You should have received it separately / by e-mail. /

- W:** Excuse me. I'm looking for the frying pan that Egon Grimaldi used in his cooking demonstration here last week. I can't find it anywhere in the cookware section. Do you have any in stock?
- M:** I'm afraid we sold out of those frying pans soon after the demonstration. Everyone watching was so impressed by them. We put in an order for more a couple days ago, so we'll have them back in stock early next week.
- W:** That's good to know, although I really wanted to buy one today as a gift for my friend's birthday this weekend. Do you think it's worth trying another of your stores?
- M:** I'll take a look on the computer for you. Oh, yes, it looks like we do have a few left at our store on Upper Bridge Street. I'll give them a call and ask them to hold one for you.

- W:** Excuse me. / I'm looking for the frying pan / that Egon Grimaldi used / in his cooking demonstration here last week. / I can't find it anywhere / in the cookware section. Do you have any in stock? /
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- W:** Excuse me, I'm trying to get to my connecting flight. I just arrived here from Edmonton and I'm headed for San Diego. Do you know which gate I need to go to for Flight 76?
- M:** Let me see. Your flight is departing from Gate C44. That's in Terminal C, so you'll need to take the shuttle bus. This is Terminal A.
- W:** Oh, how long does that take? My flight arrived a little late, so I'm worried I won't get to the connecting flight in time. Didn't it already start boarding?
- M:** Yes, it did, but you should still have time. The shuttle only takes five minutes. I'll give my coworker at the gate a call to let them know that you are running a little late.

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M1: Good morning, Susan. What's up?

W: Hi, Tom. Could you find some time today to take one of our clients to a viewing? I have a booking for three o'clock this afternoon at the Hillside Apartments, but something important came up and I'm not going to be able to get there in time.

M1: Yes, I'm available at that time. But it isn't Apartment 83, is it? I just rented that one out to someone an hour ago.

W: Oh yes, that's the one! That's a shame, since she was very keen on the Hillside development. Ricardo, do you know if there's anything else available at the moment?

M2: Actually, there is. The tenant in Apartment 34 wants to move out as soon as possible. It's the same size as Apartment 83, and has the same view of the river.

M1: That sounds ideal. We could take your client to see that unit instead. If you let me have her contact details, I'll get in touch with both parties.

M1: Good morning, / Susan. / What's up? /

W: Hi, / Tom. / Could you find some time today / to take one of our clients / to a viewing? / I have a booking / for three o'clock this afternoon / at the Hillside Apartments, / but something important came up / and I'm not going to be able to get there in time. /

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M2: Actually, there is. / The tenant in Apartment 34 / wants to move out / as soon as possible. / It's the same size / as Apartment 83, / and has the same view / of the river. /

M1: That sounds ideal. / We could take your client to see that unit instead. / If you let me have her contact details, / I'll get in touch with both parties. /

- M:** Hello, Central Office Supplies, this is Gerald Keenan.
How can I help you?
- W:** Hi, Mr. Keenan. This is Luisa Mendez at Softcare Inc.
We're just starting a new sales campaign. We made an
online order on Monday for a few items that we need in
order to print out and mail flyers and samples.
- M:** Thank you very much, Ms. Mendez. Did you have any
problems with your order?
- W:** Actually, yes. Most of it arrived OK, but you sent over
only half as many envelopes as I requested. We need the
rest of them as soon as possible. If you can't get them to
us by tomorrow morning, it will be a serious problem.
- M:** Oh, I'm sorry, Ms. Mendez. That's our mistake. Would
you e-mail me directly with the correct order so that I can
send over the rest right away? I promise you'll get them
by 6 P.M. today. And I'll make sure we're more careful
next time.

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It's great to see you all here, and I'm sure you're all as excited as I am about the new KL-750 — I hope so, since you're the ones who are going to be selling it! But before you go out and start making those sales, I'd like to explain some of its key features. The KL-750 is our most advanced laser printer yet, and it's a big step up from the old KL-700. It's faster, it produces better-quality images, and in a first for this series, it has built-in wireless networking. Now, if you'll look at the info sheets I handed out earlier, let's look at those features in detail.

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Part 4 サンプル問題 4-6

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Hi, Tim. This is Maria Ortiz from Marketing. Before you leave tonight, I'd like to set up a brief chat with you to preview some ideas I'm planning to bring up in tomorrow's meeting. In particular, I'd like to discuss some ideas I have for cost-cutting measures. I think this is the most important issue that the company must deal with right now, especially in view of what we expect to be some rather poor figures from the first quarter. I'd also like to discuss your position on the merger and make sure we're on the same page.

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Good afternoon to all Boxes Bookstore customers. As you may have already noticed, our new reading lounge is now open and ready to use. You'll find it on the upper floor of the store, to the right of the elevators. Please feel free to enjoy the lounge by settling down there with your choice of book from our fantastic selection. And don't forget that our three-for-two offer on all paperback fiction titles is still on, so you can save money and relax at the same time here at Boxes.

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So, after all our hard work, tonight is the grand opening of our restaurant. Thank you, everyone, for everything you've done to prepare for this event. Before we welcome our first guests this evening, I just want to run through a few things so that we're all thinking the same thing. When you bring guests the menu, please tell them about the specials that we have available, and let them know about our free appetizer offer. Also, I'm sure that, like any restaurant, we'll experience some problems on our opening night. So, if anything happens that you don't know how to cope with, please let me know right away. I'll be responsible for handling any problems that arise.

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Good morning. This is a message for Colin Tunncliffe. My name's Annie Sorvino and I'm calling to find out if you could run a workshop at my firm, Sorvino Enterprises. We just took on a number of new recruits, many of whom are recent graduates. I want them all to get some training in effective time management. A former coworker of mine attended a session you gave at her company, and she recommended you to me. Could you please give me a call back to let me know what you could do for us? My direct number is 555-1092.

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back / to let me know / what you could do for us? / My direct
number is 555-1092. /

I hope you have all received the schedule for tomorrow's training session. As you already know, the CEO will be giving the opening address. Giving the lecture and conducting the seminars will be our guest Mary Wong, author of "Surviving Tech" and an expert in using online media to grow business. During the seminars, you will discuss the ideas raised in the lecture and how they might be applied to real business challenges. Finally, you will break into small teams and work on your own to create online marketing plans based on various imaginary product ideas. Please be aware, however, that there will be a small change to the schedule. The sessions starting from 3 P.M. will now begin 30 minutes later than the scheduled time. I apologize for any inconvenience this may cause you.

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