

1. Practice

1-1 Practice some of the words or phrases you heard in the conversation. Complete the sentences by dragging the correct words and phrases from the bank below into place. There are more words than you need.

The meeting went very well and we are all (1) _____ the results.

Now that we agree on the deal we are ready to (2) _____ the contract.

We were (3) _____ meet on Wednesday, but I had to cancel at the last minute.

There is a (4) _____ in the project because the project leader is abroad this month.

I (5) _____ , but I won't be able to come to the meeting today.

My lawyer needs to check that everything is (6) _____ before we agree to sell.

(a) satisfied with	(b) details
(c) sign	(d) apologize
(e) in order	(f) supposed to
(g) delay	(h) lawyer

1-2 Choose the correct answer.

Who most likely is Mr. Ogawa?

- Ⓐ A property owner
- Ⓑ A lawyer
- Ⓒ A factory worker
- Ⓓ An office assistant

1-3 Choose the correct answer.

What does Mr. Takumi want to do?

- Ⓐ Buy a warehouse
- Ⓑ Look for work
- Ⓒ Rent office space
- Ⓓ Sell some property

1-4 Choose the correct answer.

When was Mr. Takumi originally going to sign the contract?

- Ⓐ This afternoon
- Ⓑ Tomorrow
- Ⓒ Next week
- Ⓓ He does not say.

1-5 Choose the correct answer.

How does Mr. Takumi feel?

- Ⓐ Sorry
- Ⓑ Excited
- Ⓒ Amused
- Ⓓ Angry

2. Quiz

2-1 Choose the correct answer.

Why is Mr. Takumi calling?

- Ⓐ To delay signing a contract
- Ⓑ To cancel a contract
- Ⓒ To request a contract
- Ⓓ To ask questions about a contract

2-2 Choose the correct answer.

What did Mr. Takumi originally think about the contract?

- Ⓐ He thought that it was fine.
- Ⓑ He was worried by a few points.
- Ⓒ He did not need to sign it.
- Ⓓ He wanted to read it again.

2-3 Choose the correct answer.

What does Mr. Takumi say about his lawyer?

- Ⓐ She needs to read the contract.
- Ⓑ She wants to sign the contract.
- Ⓒ She needs to write a contract.
- Ⓓ She is worried about the contract.

2-4 Choose the correct answer.

What will most likely happen if they cannot solve the problem by e-mail?

- Ⓐ They will have a meeting.
- Ⓑ They will visit the warehouse.
- Ⓒ They will hire a new lawyer.
- Ⓓ They will cancel the deal.

2-5 Choose the correct answer.

What does Mr. Takumi promise to do?

- Ⓐ Meet with his lawyer later
- Ⓑ E-mail the warehouse manager
- Ⓒ Call Mr. Ogawa tomorrow
- Ⓓ Visit Mr. Ogawa next week