

19 助言と提案

助言や提案をするときは、“could”や“should”、“must”などの助動詞を使います。困っている同僚を手助けしたいとき、これらの表現を使いましょう。

- New language** 助言を表す助動詞
- Aa Vocabulary** 職場のストレス
- New skill** 助言をする

19.1 KEY LANGUAGE 助言の表現

助言の強さによって、“could”、“should”、“must”を使い分けましょう。

I don't know how I'm going to meet the deadline for this project!

You **could** ask the clients for more time.

You **should** delegate more work to your team.

You **must** talk to your manager.

19.2 FURTHER EXAMPLES 助言の表現の例



You **ought to** make a list of all your tasks.



You **shouldn't** work through your lunch break.

19.3 状況とそれにふさわしい助言を線で結びましょう。

- | | |
|--|---|
| 1 I can't do all this work myself. | You shouldn't work such long shifts. |
| 2 I won't finish my report on time. | You shouldn't start work so early. |
| 3 I started work at 5am today. | You ought to delegate it to your team. |
| 4 I worked a 16-hour shift yesterday. | You should take a walk outside right now. |
| 5 I haven't left my desk for five hours. | You must tell your boss it will be late. |



19.4 右の枠内から正しい語を選び、下線部を埋めましょう。

You really need a break. You shouldn't take work home.

- My wife said I _____ yoga and relaxation techniques.
- You _____ working right away if you feel sick.
- You _____ a break if you're really tired.
- You _____ exhausted at the beginning of the week.
- You _____ some of your work to your assistant.

~~shouldn't take~~
ought to take
could try
shouldn't feel
must delegate
should stop



19.5 誤りを正して文を書き直しましょう。

You **ought** talk to your manager.
You ought to talk to your manager.

- You **are ought to** relax more.
- You **must to stop** taking work home every day.
- He **could trying** to delegate more tasks.
- You **shouldn't to worry** so much about work.
- She **shoulds talk** to her colleagues.
- He **ought to quits** his job if he hates it.



19.6 音声を聞き、ジョルゴスに対するケイトの助言が絵と合っているか印をつけましょう。



19.7 KEY LANGUAGE 提案の表現

提案の表現には、“What about”に動名詞をつける形、“Why don’t we”に動詞の原形をつける形があります。

What about hiring
Why don’t we hire } more staff?



19.8 HOW TO FORM 提案の表現の作り方



19.9 FURTHER EXAMPLES 提案の表現の例



What about working from home on Fridays?



Why don’t we organize a team lunch?



What about opening a new store?



Why don’t we file these documents?



19.10 枠内の単語を組み合わせる正しい文を6つ作り、音読しましょう。



What
Why

about
don’t we

taking
take
buying
buy
training
train

a break?
better equipment?
new employees?



19.11 正しくないほうの語を線で消しましょう。

What about ~~train~~ / training our staff better?

① Why don’t we ~~buy~~ / buying new chairs?

② Why don’t we ~~go~~ / going for a walk outside?

③ What about ~~drink~~ / drinking less coffee?

④ Why don’t we ~~provide~~ / providing free fruit?

⑤ What about ~~make~~ / making a list of your tasks?

⑥ What about ~~delegate~~ / delegating this to Jo?

⑦ Why don’t we ~~ask~~ / asking Paul to help us?



19.12 右の記事を読んで以下の問いに答えましょう。

A heavy workload can affect your health.

True ☒ False ☐

① You must find out what makes you stressed.

True ☐ False ☐

② When you are stressed, you can concentrate.

True ☐ False ☐

③ Exercise can help you deal with stress.

True ☐ False ☐

④ You should work through your lunch break.

True ☐ False ☐

⑤ It’s important to get a good night’s sleep.

True ☐ False ☐

⑥ You shouldn’t tell people how you feel.

True ☐ False ☐

YOUR HEALTH

Stressed out at work?

Our experts give advice about coping with a busy workload

To protect your health from the effects of a heavy workload, you must discover why you feel stressed at work. Then you should learn to recognize signs of excessive stress, such as:

- feeling depressed
- problems sleeping
- difficulty concentrating
- headaches.



Next, you ought to develop positive coping strategies such as exercising and eating well. Have a real break at lunchtime. This in turn will help you sleep better and longer. What about making your night-time routine and your bedroom more relaxing? Sleep is very important, so you shouldn’t miss out on it. Finally, you should talk to others about your feelings.

19 CHECKLIST

助言を表す助動詞 ☐

Aa 職場のストレス ☐

助言をする ☐