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| クラス | 番号 | 名前 | |
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Listening Plus

The speaker is talking about how to make meetings accessible. Listen to the message and complete the note below by filling in the blanks. (5点×4)

★ How to make meetings accessible ★

Preparation:

- Know { people in a wheelchair → needed
hearing-impaired people → communication support needed
- Arrange presentation slides with large texts, fewer , and only necessary illustrations
- Prepare a handout, if necessary

During the meeting:

- Be flexible { Make sure that everyone can follow the meeting
 right away

- ① disabilities ② decisions ③ accessibility ④ participants

- ① a round table ② sign language users ③ a large space ④ small chairs

- ① colors ② explanations ③ sounds ④ notes

- ① Deal with problems
② Make decisions
③ Discuss things
④ Ask questions