

# Improving Data Collection and Management

## Part 1: Office Roleplay Dialogue

**Scenario:** An Intelligence Analyst, Mei, is working with her colleague, Daniel, to identify **data gaps** and suggest **improvement recommendations** for better **data management**.

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**Daniel:** Hey Mei, I've been reviewing our reports and noticed some **data gaps** in customer feedback analysis.

**Mei:** I saw that too. It looks like we're missing details on customer demographics, which affects our **data management**.

**Daniel:** Exactly. We need a plan to enhance our **data architecture** so that we capture all relevant information.

**Mei:** Agreed. One way is to update our **data governance** policies to standardize how we collect and store information.

**Daniel:** That makes sense. Do you have any **improvement recommendations** for our current system?

**Mei:** Yes. We could integrate an automated survey tool to capture missing data in real time.

**Daniel:** That would definitely help. We should also ensure that all teams follow the same guidelines for data entry.

**Mei:** Absolutely. Consistency is key to maintaining reliable data.

**Daniel:** Let's propose these changes to the management team and see how we can implement them.

**Mei:** Sounds good! Improving **data governance** will benefit the entire organization.

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## **Part 2: Comprehension Questions**

### **1. What issue did Daniel notice in the reports?**

- (A) A system crash in the IT department
- (B) An increase in social media engagement
- (C) A formatting error in emails
- (D) Data gaps in customer feedback analysis

### **2. What does Mei suggest updating to standardize data collection?**

- (A) Data governance policies
- (B) The company's logo
- (C) Employee work schedules
- (D) The office seating arrangement

### **3. What tool does Mei recommend integrating?**

- (A) A new accounting system
- (B) A manual data entry form
- (C) An automated survey tool
- (D) A social media platform

### **4. What is the main goal of their discussion?**

- (A) To plan a company retreat
  - (B) To improve data collection and management
  - (C) To hire more employees
  - (D) To create a new website
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## Part 3: Key Vocabulary Definitions in Japanese

1. **Data Gaps (データの欠落)** – 収集されたデータの中で不足している情報や欠落している部分。
  2. **Data Management (データ管理)** – データを適切に整理、保存、利用するためのプロセス。
  3. **Improvement Recommendations (改善提案)** – システムやプロセスを向上させるための提案。
  4. **Data Governance (データガバナンス)** – データの品質、セキュリティ、整合性を確保するための管理ルール。
  5. **Data Architecture (データアーキテクチャ)** – データの構造や流れを設計し、効率的に利用できるようにする方法。
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## Part 4: Questions & Correct Answers

1. **What issue did Daniel notice in the reports?**  
☒ (D) Data gaps in customer feedback analysis
2. **What does Mei suggest updating to standardize data collection?**  
☒ (A) Data governance policies
3. **What tool does Mei recommend integrating?**  
☒ (C) An automated survey tool

**4. What is the main goal of their discussion?**

☒ (B) To improve data collection and management