

第10週

【問題1】 解答例は以下のとおり（ここではテキスト第9週で学習した例文の中に出てくる語句を解答例としてあげておきます）。

1. appoint *someone* (as) a *position/title*
2. certify
3. condolences
4. congratulations
5. have difficulty with/in *something*
6. draw to a close [an end]
7. for many years ahead → for many years to come も可。
8. for personal reasons
9. go through many difficulties → go through のほかに meet, experience, encounter など可。
10. (be) grieved at *something*
11. learn of *something* → know of または hear of も可。
12. leave a *company* → resign from a *company* も可。
13. promote *someone* to a *position/title*
14. recommend *doing something*
15. recommend *someone*
16. season's greetings
17. succeed in *doing something*
18. offer/convey/extend *one's* sympathy to *someone*
19. take this opportunity to *do something*
20. To whom it may concern

【問題2】 解答例は以下のとおり（解答例はすべて第10週で学習した例文です）。

1. We are pleased to announce [inform you] that Mr. William J. Goodman has been [was] appointed [elected, promoted to] Vice President of United Business, Inc.
2. I am writing to convey/extend/express, etc. my warmest congratulations on your recent promotion/appointment to (the post of) Vice President of United Business, Inc. または I am writing to congratulate you on your recent promotion/appointment to . . . の文型も可。
3. All of us here at Japan Trading send/ extend/ convey our sincere/ warmest/ heartfelt, etc. congratulations and best wishes to you.
4. All my colleagues at United Business join me in wishing you and your staff a very Merry Christmas and a prosperous New Year!
5. I hope you have a wonderful [very merry, joyful, etc.] Christmas and wish you the very best for the coming year.

【問題3】 解答例は以下のとおり（解答例はすべて第10週で学習した例文です）。

1. She left us for personal reasons and I was very sorry to see her go/leave, not only because her diligence was a good example for all her fellow employees to follow, but also because she was such a nice person to work with.
2. If I can provide any further information, or answer any questions pertaining to Ms. Kato, please feel free to contact me at any time.
3. I was deeply grieved/shocked/distressed, etc. to learn/hear/know of the sudden death of Mr. John Doe who served your company for so many years, and I wish to express to you my sincere condolences.
4. Since then, we have gone through many difficulties as well as happy times together and, in doing so, developed a very close friendship.
5. As the year draws to a close, I would like to take this opportunity to thank you most sincerely for the generous support you have given us, and to send you my very best wishes for the holiday season.

【問題4】添削例は以下のとおり。書き換え例では、文法上のエラーを訂正したほか、原文最後の Thank you very much! という結びを削除し、代わりに Figure 87 (p. 109) の例文7の前半と例文5の後半をつなぎ合わせたものを追加しておいた。このほうが Christmas Greetings らしい文面になる。

●添削例

The

Dear Customers:

~~A~~ holiday season will soon be with ^aus. Before we close our books on 19-- [it is our pleasure] ^{awk}to take ~~the~~ moment to thank you most sincerely [!]for your past patronage, and wish ~~for~~ you the compliments of the season ~~X~~ ^{greetings}.

We have enjoyed serving ~~on~~ you over the past year, and greatly look forward to ~~do~~ so in the New Year and for many years to come. (Thank you very much!) ^{doing}

Sincerely yours,

書き換え例参照

●書き換え例

Dear Customers:

The holiday season will soon be with us. Before we close our books on 19--, we would like to take a moment to thank you most sincerely for your past patronage, and wish you the compliments of the season.

We have enjoyed serving you over the past year, and greatly look forward to doing so in the New Year and for many years to come.

May all the joys and blessings of Christmas be yours, and may the coming year bring you new success and even greater prosperity!

Sincerely yours,

【問題5】 解答例は以下のとおり。

Japan Trading Co., Ltd.

*** Ichiban-cho, Chiyoda-ku, Tokyo 110, Japan
Tel. 03-3987-099* Fax 03-3987-098*

FACSIMILE TRANSMISSION

Page No.: 1/3

Our Ref.: WM-W10-E5

Date : March 31, 19--

To : Brown and Associates, Inc.

Fax No. : 001-65-123-456-789* (Singapore)

Attn. : Mr. David H. Brown, Director

From : Taro Yamada, Manager, International Division, JPT

Subject : Appointment of New Overseas Rep. in Singapore

Dear Mr. Brown:

We are writing to inform you that we have appointed Mr. Tony Lee to succeed Mr. Takashi Suzuki as our overseas representative in Singapore as from April 1, 19--. Mr. Lee's curriculum vitae is attached hereto for your information.

Taking this opportunity, we would like to thank you most sincerely for all the help you have given to Mr. Suzuki during his stay in Singapore. We hope that Mr. Lee will be given the same generous support from you and your associates, and that the present fine relationship between our two companies will continue in the years to come.

Sincerely yours,

Attachment: Mr. Tony Lee's C.V. (2 pages)