

第11週

【問題1】 解答例は以下のとおり（文脈によってはこれ以外の語句に置き換えることも可能ですが、ここでは代表的な代替語句を示しておきます）。

1. soon, by *date*
2. would like [wish, want] to ask
3. since, because of, owing to
4. for, to *do*
5. if
6. for
7. we can't, we are unable to
8. of, about, concerning
9. concerning, about
10. now
11. before
12. give us
13. buy
14. according to, in accordance with
15. we need
16. it shows
17. although
18. I'm [we're] sorry
19. I'd like to [I wish/want to]
20. please contact/call/write (to) me

【問題2】 解答例は以下のとおり（これ以外の解答も可能ですが、ここでは代表的な書き換え例を示しておきます）。

1. Thank you for your letter of April 1. または I/We have received your letter of April 1.
2. Here's [I'm enclosing, Enclosed is] the information you asked for.
3. Thank you for your help.
4. Thank you for your help/cooperation. または I'd appreciate your help/cooperation.
5. Please follow the instructions.

【問題3】 解答例は以下のとおり（これ以外の解答も可能ですが、ここでは代表的な書き換え例を示しておきます）

1. I'm sorry I couldn't write [haven't written] (to) you earlier. または I'm sorry I couldn't reply to your letter earlier/sooner.
2. I hope to see [meet with] you again soon.
3. We are pleased to invite you to our Christmas party on December 23.
4. I'd like to help, but (I'm sorry) I can't do anything about it.

5. This model will soon become available in Japan, and I'll let you know the launch date as soon as our plans are finalized. または This model will be put on the Japanese market by the end of this year. and I'll contact you again as soon as it becomes available (in Japan).

【問題4】 解答例は以下のとおり (Sample Letter 8 も参照)。

Re: Your Model PC-90

Dear Mr. Doe:

Could/Would you send me any information you may have concerning the above model, including the technical specifications? I would [or I'd] also like to know [or Please also let me know] if this model is available [or if I can buy this model] in Japan.

Thank you.

Sincerely yours,

総語数 (本文のみ)	32
センテンス当たりの平均語数	10.6
100語当たりの平均音節数	159 [153]
リーダービリティスコア	61 [67]

【問題5】 解答例は以下のとおり (本文のみ。追伸はオプション)。

● 口語的なトーンによる返信例

Dear Mr. Yamada:

I'm enclosing [Here are] two copies of "Introduction to International Business." I hope you will find this booklet useful in your video project. If possible, I'd like to see the video for myself when it is completed. Thank you.

Sincerely,

P.S. If there's anything else I can do for you, do let me know.

総語数 (本文と追伸)*	50
センテンス当たりの平均語数	10.0
100語当たりの平均音節数	136
リーダビリティスコア	82

● 文語的なトーンによる返信例

Dear Mr. Yamada:

In reply to your letter of April 1 requesting a reprint of our booklet, "Introduction to International Business," it is my pleasure to enclose herewith two copies of the booklet for your reference. I would very much appreciate it if I was given the opportunity of seeing the video for myself when it is completed.

Trusting that the booklet will prove useful in your video project, I remain

Very truly yours,

P.S. Should there be anything else I could do for you, please do not hesitate to contact me again at your convenience.

総語数 (本文と追伸)*	89
センテンス当たりの平均語数	22.2
100語当たりの平均音節数	153
リーダビリティスコア	55

* P.S. の記号は除く。

