

第11週／復習テスト

テスト実施日： 月 日

得点	1	2	3	4	5	合計
	/20	/15	/15	/25	/25	/100

(解答は pp. 263-265 参照)

【問題1】 次の1から20の各語句をそれぞれ Plain English の考え方に従ってできるだけ簡単な語句で言い換えなさい。(各1点／合計20点)

- | | |
|------------------------------------|-----------|
| 1. at your earliest convenience | 1. _____ |
| 2. beg to ask | 2. _____ |
| 3. due to | 3. _____ |
| 4. for the purpose of | 4. _____ |
| 5. in the event that | 5. _____ |
| 6. in the amount of | 6. _____ |
| 7. we are not in a position to | 7. _____ |
| 8. pertaining to | 8. _____ |
| 9. with regard to | 9. _____ |
| 10. presently | 10. _____ |
| 11. prior to | 11. _____ |
| 12. provide us with | 12. _____ |
| 13. purchase | 13. _____ |
| 14. pursuant to | 14. _____ |
| 15. we require | 15. _____ |
| 16. it reveals that | 16. _____ |
| 17. despite the fact that | 17. _____ |
| 18. it is regrettable that | 18. _____ |
| 19. it is my desire to | 19. _____ |
| 20. please contact the undersigned | 20. _____ |

【問題2】 以下の各センテンスを Plain English の考え方に従ってできるだけシンプルな口語表現に (ただしビジネスレターの文面として適切な範囲で) 書き換えなさい。(各3点／エラーひとつにつき1点減点)

1. I acknowledge receipt of your advice under date of April 1.
- _____

2. Please find enclosed herewith the information you requested.

3. Thanking you in advance for your cooperation, we remain

4. Your cooperation in this matter would be highly appreciated.

5. You are requested to comply with the instructions.

【問題3】 それぞれ指定された書き出しを使って、以下の英文を Plain English の考え方に従ってできるだけシンプルな口語表現に（ただしビジネスレターの文面として適切な範囲で）書き換えなさい。（各3点/エラーひとつにつき1点減点）

1. I should like to apologize for the delay in replying to your letter.

I'm _____

2. I would appreciate your giving me the opportunity of meeting with you again in the near future.

I hope _____

3. We take the liberty of sending you this letter of invitation to our Christmas party which is scheduled to be held on December 23, 19--.

We are _____

4. Although I very much wish to be of your assistance in this matter, I regret that there is nothing I can do at the moment.

I'd like to _____

5. Although this model is not available in Japan at the moment, we plan to put it on the Japanese market sometime before the end of this year. The launch date and other details have not been decided yet, but I will inform you as soon as our plans are finalized.

This model will _____, and
I'll _____

【問題4】以下のレター (Sample Letter 7, Text 1, p. 62) を「ただちに本題に入り、必要なことだけを簡潔に述べる」という観点から書き換えなさい (リーダビリティスコアの目安は60から70)。答えは one paragraph message とし、レター本文の総語数は50語を超えてはいけません。(合計25点/採点は解答例を参照して総合的に判断)

Re: Request for Information

Dear Mr. Doe:

This is in response to the advertisement which appeared on page 25 of the May issue of *The World of Computers*, concerning your new personal computer, Model PC-90.

We are very interested in this new model, and would much appreciate it if you would send us detailed information about the computer, including the technical specifications. We should also like to know if this model is available in Japan at the moment.

Thank you in advance for your cooperation in this matter. We hope to hear from you soon.

Sincerely yours,

総語数 (本文のみ)	88
センテンス当たりの平均語数	17.6
100語当たりの平均音節数	154
リーダビリティスコア	59



● 問題4の答案

Re: Your Model PC-90

Dear Mr. Doe:

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Sincerely yours,



【問題5】以下の指示に従って適当な英文レターを作成しなさい。(合計25点/採点は解答例を参照して総合的に判断)

【状況】 Banana Republic, Inc. の Public Relations Manager であるあなたは、先日、ジャパントレーディング社の山田氏から次のようなレターを受け取りました (テスト1 / 問題1 Text 1, p. 260 参照)。

Re: Request for Booklet

Dear Sir/Madam:

As manager of the international division of Japan Trading Co., Ltd., I am currently planning to produce educational video materials which will be used to train the staff members of this division. I believe your booklet, "Introduction to International Business," will be of great help to me in this project.

Would you kindly send me one copy of this booklet, which I understand you are providing free of charge to interested individuals and business firms. If it is at all possible, I would like to receive the booklet by April 20.

Thank you very much for your assistance. I look forward to hearing from you soon.

Sincerely yours,

【課題】このレターに対して次の3点の内容を含む返事を書きなさい (このほかに、この返信を書くうえで適当と思われることは自由に追加してかまいません)。

- ①請求されている小冊子を2部同封する。
- ②この冊子が山田氏の計画しているビデオプロジェクトの役に立つことを希望する。
- ③ビデオが完成したら自分もぜひともこれを見せていただきたい。

なお、この返信は口語的なトーンで書くか文語的なトーンで書くかあらかじめ方針を決めて作成します (口語体を基調にして書く場合は総語数50語程度、文語体で書く場合は総語数100語以内をそれぞれ目安にする。ただし、かならずしもこの字数制限にこだわる必要はない)。レターフォーマット、および「前付け」「後付け」の各要素は次ページの答案用紙にあるとおりです。



