

復習テストの解答

第13週

【問題1】 解答例は以下のとおり（ここではテキスト第13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. hang around
2. hit the jackpot
3. with (a little bit of) luck
4. propose
5. overtime work
6. Monday through Friday または from Monday to Friday
7. talk to *someone* on the phone
8. concurrently serve as *position/title*
9. promising
10. remember *doing something*
11. improve *something*
12. replace *someone* as *position/title*
13. take care of
14. take part [participate] in *something*
15. justify
16. retire from *a company*
17. rush
18. (be) willing to *do something*
19. (be) true with
20. seem ideal for *something*

【問題2】 解答例は以下のとおり（解答例はすべて第13週で学習した例文です）。

1. Will you please let me know if/whether the plant tour can be rescheduled for the afternoon of next Thursday or Friday. whichever is convenient for you?
2. Unable to make it for the proposal meeting, but hope I can see you after the meeting.
3. As from January 5, 19-- , working hours of all JPT personnel will be changed as follows:
4. In order to improve the efficiency of our office, I would/should like to propose that we purchase a new copy machine.
5. You will be pleased to learn that, effective April 1, Mr. Taro Yamada has been appointed Vice President of the company.

【問題3】 解答例は以下のとおり（解答例はすべて第13週で学習した例文、あるいはそのバリエーションです）。

1. Arriving (in) New York (on) May 1. → Will arrive . . . も可。
2. Visiting Tokyo next week. → Plan(ning) to visit . . . も可。
3. Samples sent by airmail. または Samples airmailed.
4. Accepting (your) order if paid in advance. → Will accept . . . : Willing to accept . . . ; Pleased to accept . . . なども可。または Your order acceptable if paid in advance. としてもよい。
5. Your prompt reply appreciated. → この簡略文は Your prompt reply (will be) appreciated. または Your prompt reply (was) appreciated. のいずれの意味にもとれるが、この場合は後者の意味。

【問題4】 書き換え例は以下のとおり。

Your report of August 26 (was) received. (We) Feel the product useful for our work, but need more information to decide on purchase. (We are) Enclosing a list of questions and will appreciate your reply by return fax.

→簡略文ではカッコで示した主語および be 動詞を省略してもよい。

【問題5】 参考までに解答例を3つ示しておきます。解答例1はRE-PLS-ASによるメッセージ構成の例、解答例2と3は通常のメモランダムに準じたスタイルのメッセージ構成の例です。

解答例1

Re my previous E-mail of October 1, please expedite the delivery of the 15 copies of the above booklet as we need them for a special training seminar scheduled for this December. Your prompt attention (will be) much appreciated. Thank you.

解答例2

Please rush the delivery of the 15 copies of the above booklet requested in my previous E-mail of October 1. We need them for a special training seminar to be held this December. My mailing address is as follows:

Japan Trading Co., Ltd.
International Division
*** Ichiban-cho, Chiyoda-ku
Tokyo 110, JAPAN

As was also stated in my previous E-mail, overseas mailing charges will be paid upon your request. I hope I may hear from you soon. Thank you.