

解答例3

In my previous E-mail of October 1, I asked you to send me 15 copies of the above free booklet. Unfortunately, I still haven't received the booklets. May I ask you to expedite the delivery as we need them for a special training seminar to be held this December? My mailing address is as follows:

(以下同)

## 第14週

【問題1】 解答例は以下のとおり（ここではテキスト第14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. adjourn
2. after due consideration
3. (be) on the agenda
4. all things considered
5. amendment
6. approve
7. business of the day
8. call a meeting to order
9. summarize
10. take the minutes (of a meeting)
11. move
12. (be) present
13. preside at/over a meeting
14. quorum
15. resolve
16. second a motion
17. unanimously
18. conclude by saying that . . .
19. raise objection to . . .
20. without prior written permission

【問題2】 解答例は以下のとおり（解答例はすべて第14週で学習した例文です）。

1. This is to confirm our discussion yesterday in which we agreed as follows:
2. The meeting was attended by all the Board members.
3. The minutes of the last meeting held on April 1 were approved after the following corrections:
4. It was also confirmed that Mr. Yamada would remain in charge of the International Division until further notice.

5. The next meeting will be held at 3:00 p.m. on Friday, April 10 in the Executive Meeting Room.

【問題3】 解答例は以下のとおり（解答例はすべて第14週で学習した例文です）。

1. The 298th meeting of the Board of Directors of Japan Trading Co., Ltd. was called to order at 3:00 p.m. on March 10, 19-- by the chairperson, Akio Takahashi.
2. The president moved that the summer holidays for the company employees be extended to 10 days from the current seven days.
3. After some discussion, it was decided that each division manager consider the feasibility of the proposal and that a final decision be made at the next management meeting.
4. The chairman confirmed that the decision was final and would come into effect on June 1, 19--, and that the Labor Union would be advised of the decision in writing immediately.
5. There being no further business, it was moved and seconded that the meeting be adjourned. The motion was carried.

【問題4】 解答例は次ページのとおり。



## INTEROFFICE MEMORANDUM

**To** : Mr. John Doe, General Manager (Tokyo Office)  
**From** : Yoshio Ito, Director, Yokohama  
**Date** : February 14, 19--  
**Ref. No.:** WM-W14-E4  
**Subject** : Minutes of Weekly Staff Meeting

The following is a summary of the 154th weekly staff meeting held at 9:00 a.m. on February 14, 19--. The meeting was attended by Yoshio Ito, School Director, Tom Miller, Head Teacher, and Yoko Kimura, Secretary. Elizabeth Tanaka was out of office on assignment.

### 1. Minutes of the Last Meeting

The minutes of the last meeting held on February 7, 19-- were accepted as written.

### 2. Customer Satisfaction Campaign

Yoshio Ito reported that the C.S.C. questionnaires had been given to all current students and that the responses received so far indicated the students were generally satisfied with the quality of education provided at Yokohama. The final results will be available by the next staff meeting. The teachers' satisfaction questionnaires will be distributed this week.

### 3. Recruitment of a New Teacher

To replace one of the teaching staff who resigned last week, Tom Miller recommended Mrs. Jane Kato, a former elementary school teacher in Australia now staying in Japan with her Japanese husband. Mrs. Kato will be invited to come to the school for an interview next week.

### 4. New Software

It was reported that the new software package provided by the head office was generally found useful and easy to use. However, since several technical difficulties had been cited by some administrative staff members, it was decided to ask the head office to send out one of the programmers to provide necessary instruction to the administrative staff.

There being no further business, the meeting adjourned at 11:30 a.m. The next staff meeting will be held next Monday at 9:00 a.m.