

## 第14週／復習テスト

テスト実施日： 月 日

得点	1	2	3	4	合計
	/20	/20	/20	/40	/100

(解答は pp. 242-244 参照)

【問題1】 次の1から20の各語句をそれぞれ適当な英語にしなさい。(各1点／合計20点)

- |                        |           |
|------------------------|-----------|
| 1. 散会する／散会になる          | 1. _____  |
| 2. 熟慮の末、十分に考慮して [した結果] | 2. _____  |
| 3. 議案日程に入っている          | 3. _____  |
| 4. あらゆることを考慮して [した結果]  | 4. _____  |
| 5. 修正                  | 5. _____  |
| 6. 承認する                | 6. _____  |
| 7. 本日の議題               | 7. _____  |
| 8. 会議の開会を宣言する          | 8. _____  |
| 9. 要約する                | 9. _____  |
| 10. 議事録をとる             | 10. _____ |
| 11. 動議を提出する            | 11. _____ |
| 12. (会議などに) 出席している     | 12. _____ |
| 13. 会議の議長を務める          | 13. _____ |
| 14. (法定) 定足数           | 14. _____ |
| 15. 決議する               | 15. _____ |
| 16. 動議を支持する            | 16. _____ |
| 17. 全会一致で              | 17. _____ |
| 18. …と述べて話を結ぶ          | 18. _____ |
| 19. …に異議を唱える           | 19. _____ |
| 20. 書面による事前の承認なしに      | 20. _____ |

【問題2】 それぞれ指定された書き出しを使って以下の和文を適当な英文に直しなさい。  
(合計20点からエラーひとつにつき1点減点)

1. 昨日の話し合いで合意した内容を以下のとおり確認します。

This is to \_\_\_\_\_

2. この会議には取締役全員が出席した。

The meeting \_\_\_\_\_

3. 4月1日に行われた前回会議の議事録は以下の（数カ所の）訂正を加えたうえで承認された。

The minutes of \_\_\_\_\_

4. また、山田氏は、追って通知があるまで引き続き海外事業部担当とすることが確認された。

It was also \_\_\_\_\_

5. 次回の会議は、4月10日金曜日午後3時より重役会議室にて開催の予定。

The next meeting \_\_\_\_\_

**【問題3】** 下線部に1語ずつ適当な単語を入れ、それぞれの日本語訳に相当する英文を完成させなさい。（合計20点からエラーひとつにつき1点減点）

1. The 298th meeting of the Board of Directors of Japan Trading Co., Ltd. was \_\_\_\_\_ at 3:00 p.m. on March 10, 19-- by the chairperson, Akio Takahashi.

19--年3月10日午後3時、議長である高橋昭男がジャパントレーディング社第298回取締役会の開会を宣言した。

2. The president \_\_\_\_\_ that the summer holidays for the company employees \_\_\_\_\_ to 10 days from the current seven days.

社員の夏期休暇を現在の7日間から10日間に延長するよう、社長より動議（提案）が出された。

3. After some discussion, \_\_\_\_\_ decided that each division manager \_\_\_\_\_ the feasibility of the proposal and that a final decision \_\_\_\_\_ at the next management meeting.

討議の結果、各部の責任者がそれぞれこの案の実現可能性を検討（考慮）し、次回のマネジメントミーティングにて最終決定することとなった。

4. The chairman \_\_\_\_\_ that the decision \_\_\_\_\_ final and \_\_\_\_\_ come into effect on June 1, 19-- , and that the Labor Union \_\_\_\_\_ be advised of the decision in writing immediately.

議長は、本決定が最終決議であり、19--年6月1日より実施されること、およびこの決定を書面をもってただちに労働組合に通知することを確認した。

5. There \_\_\_\_\_ no further \_\_\_\_\_ , it was \_\_\_\_\_ and \_\_\_\_\_ that the meeting be adjourned. The \_\_\_\_\_ was carried.

本日の議案審議はこれをもって終了し、散会動議が提出・承認され（会議は散会となった）た。

【問題4】以下の指示に従って適当な英文議事録を作成しなさい。（40点／採点は解答例を参照して総合的に判断）

【課題】以下のスクリプトは、東京に本社を置く ALC Foreign Language Institute という英語学校の横浜分校で行われた第154回スタッフミーティングの内容を再現したものです。ミーティングの開催日時は2月14日（月）午前9時、参加者は Mr. Yoshio Ito (School Director), Mr. Tom Miller (Head Teacher), Ms. Yoko Kimura (Secretary) の3名です。もうひとりの Head Teacher である Ms. Elizabeth Tanaka は出張のため欠席しています。今回のミーティングのおもな議題は Customer Satisfaction Campaign, Recruitment of a New Teacher, New Software の3つです。これを読み、その要旨を簡潔にまとめた議事録を作成しなさい。答えはスクリプト末尾にある答案用紙の書式に従って作成します（この議事録は東京本社の General Manager である Mr. John Doe に送付します）。ミーティングの終了時間は午前11時半。次回のウィークリーミーティングはいつものとおり月曜日の9時に開催します。

ALC FOREIGN LANGUAGE SCHOOL WEEKLY STAFF MEETING

- |   |  |
|---|--|
| <p>1 <b>Ito:</b> Well, shall we begin? I believe you've all had a chance to read the minutes of our last meeting. Shall we accept them as written?</p> <p><b>Miller:</b> I move that the minutes be accepted as written.</p> <p><b>Kimura:</b> I second the motion.</p> <p><b>Ito:</b> All right. Accepted unanimously. Now, to the business of the day. We have a couple of things to talk about</p> | <p>move 動議を提出する</p> <p>second (動議を) 支持する</p> <p>unanimously 全員一致で</p> <p>business of the day 本日の議題</p> |
|---|--|

- today, don't we, Tom?
- Miller:** Yes. The first item on the agenda is the Customer Satisfaction Campaign.
- 10 **Ito:** Oh, yes. As you know, the head office is really pushing this idea of Customer Satisfaction now since the economy has cooled off and . . .
- Miller:** And there has been a big increase in the number of language schools in the past five years, right?
- Ito:** Exactly. So it's become more important than ever that we increase the number of students who renew their contracts.
- Miller:** Kimura-san, didn't I see Mrs. Tanaka in here on Saturday paying tuition for her two children?
- 20 **Kimura:** That's right. I was quite pleased. Both of her children are continuing and, you know, that's a new program for us.
- Ito:** Yes, it's a good sign. We've completed distributing the Customer Satisfaction Survey to all our current students. Most of the survey questionnaires have been returned and at first glance they're very encouraging. The satisfaction level is quite high, especially relating to the teaching materials. The students also seem to be satisfied
- 30 with both the office and teaching staff.
- Miller:** Glad to hear that. I'll be sure to let the teachers know.
- Ito:** Yes, but in a general way right now. I don't want to make any official announcement until the results are all in and have been tabulated.
- Kimura:** I think the final results will be available by the next staff meeting.
- Ito:** Fine. And Tom, here's the information from the head office relating to the teachers for the campaign.
- 40 You'll see there's a review of the behavior code and dress code, and we also have . . .
- Miller:** We don't have any problems with that. Though sometimes Ms. Evans did wear some revealing outfits, didn't she? The problem with her was that she kept forgetting that she wasn't working at that hostess bar anymore.
- Kimura:** But the students liked it, you know, especially the *salarymen*.
- Ito:** Well, she's resigned already—perhaps to go back to
- 50 the old business she is good at—and the other teachers are always well groomed and dressed. So it's not really an issue for us. Neither is the behavior code. We're all friendly and professional.
- Miller:** So what else is there for the teachers?
- Ito:** That's what I was trying to say. There's a questionnaire for the teachers as well, regarding their satisfaction.

agenda 議案  
 head office 本社  
 cool off 鎮静化する、(景気が)冷える  
 exactly (問投詞として) そのとおり  
 renew 更新する  
 tuition 授業料  
 distribute 配布する  
 Customer Satisfaction Survey 顧客満足度調査 (票)  
 questionnaire アンケート用紙、質問票  
 at first glance 一見したところ (では)  
 (be) encouraging (結果・反応などが) よさそうな、励みとなる、元気づける  
 tabulate 表にまとめる  
 behavior code 行動規範 (規則)  
 revealing outfit 肌があらわになるような服装  
 resign 辞職する  
 groom (髪を)きれいに整える  
 neither も…ない

- The head office wants to make sure the teachers are also satisfied. They are our first line in providing a quality service. They spend 50 minutes twice a week with the students. If the teachers are dissatisfied, chances are their lessons reflect their negative attitude.
- Miller:** So you want me to distribute this questionnaire to all the teachers?
- Ito:** Yes, please. But, like I said, initial findings of our survey regarding the staff are quite good. So I suppose the teachers are generally satisfied with their working conditions. Oh, one more thing. Kimura-san, will you please find some place to hang this Customer Satisfaction poster in the staff room?
- Kimura:** Yes, of course.
- Miller:** Well, you think we need that? It's a bit tacky and you yourself just said we're all doing well.
- Ito:** Of course, you are right, Tom. But if the big shots come down from the head office and see we don't have the poster up, we'll both have to answer for it, regardless of our performance.
- Miller:** OK, you've got a point.
- Ito:** Let's move on. Tom, you touched on this. Since Ms. Evans is gone, we have to find a replacement. This is traditionally our busy season. Have you got anyone lined up?
- Miller:** Of all the applicants I've spoken to, three stand out.
- Ito:** Who are they?
- Miller:** There's Mrs. Kato—her husband is Japanese and she was an elementary school teacher in Australia. She met her husband when she was in Japan working in the JET Program about five years ago. Anyway, she's got experience and credentials. Besides, she seems like she'd fit into our staff quite well.
- Ito:** You said three?
- Miller:** Yes, the other two are American. A young woman, recently out of teacher's college. No paid experience, just her student teaching position. The other one is a teacher on sabbatical for one year. He'd be great for us too, only he has to return to the U.S. by September.
- Ito:** So who do you recommend?
- Miller:** All things considered, I think this woman with the Japanese husband—uh . . . Mrs. Kato, Jane Kato, will be the prime candidate.
- Ito:** OK, I have no objection. Nakamura-san, will you contact her as soon as possible to set up an interview with me sometime next week?
- Kimura:** Sure, I'll get right on it after the meeting.
- Ito:** Thank you. What's next on the agenda?

(be) dissatisfied 不満足である  
 chances are おそらく…ということになるだろう  
 reflect 反映する  
 negative attitude 否定的な態度  
 tacky (米略式) 見苦しい、やばな  
 big shot (略式) お偉方  
 regardless of …に にかかわりなく  
 performance (義務・職務などの) 遂行、できばえ  
 you've got a point たしかにそのとおりだ (一理ある)  
 move on (次に) 進む  
 touch on (話題が) …に触れる  
 replacement 交代要員、代替物  
 applicant 応募者  
 stand out 特に目立つ、際立つ  
 JET Program 日本の中学・高校への外国人英語教師招聘プログラム  
 credential(s) 資格、信用証明  
 paid experience (奉仕活動や素人として行う仕事に対して) 給料をもらって行うプロとしての仕事の経験  
 student teaching position 学生としての教育実習経験  
 sabbatical (大学教授などの) 研究休暇  
 all things considered あらゆることを考慮して [した結果]  
 prime candidate 第1候補者  
 get right on it すぐにそれに取りかかる

**Miller:** The only other thing I've got to report on is the new PC software package. The instructions from the head office were that we use it for about a month and make any suggestions for improvement.

110 **Ito:** Oh, yes. Did you find it useful?

**Miller:** The package includes several programs, and the one I've been using for the last two weeks is a document processing program with a spreadsheet function. I found it ideal for preparing student assessments and progress evaluation reports, and all I can say is it's simply great—easy to work with and cuts my time spent on the reports by about 30 percent. I should be able to put a few more extra lessons in my schedule using this labor-saver.

**Ito:** That's good to hear. Kimura-san, do you have any  
120 problems with this new software?

**Kimura:** Well, like Tom said, most of the programs are easy to use. The only problem is the payroll program. I know once Nakamura-san and I figure out how to use it properly, it should cut down on our work as well. But, frankly, we're beginning to think we'll never be able to figure out how to use it. The instruction manual doesn't help at all.

**Ito:** You want me to call the head office and ask them to send one of the programmers out to teach you how to use  
130 it?

**Kimura:** Oh, will you? That'll be wonderful! Now, let me see, . . . uh, we've got two weeks till payroll closes. so I'd appreciate it if you could ask the programmer to come either on Wednesday or Thursday.

**Ito:** All right. Well, it's already 11:30. If that's it, why don't we adjourn for now and get back to taking care of our customers?

**Miller:** Good idea.

**Kimura:** Sure.

140 **Ito:** OK, then, we'll meet next week—same time, same place. Thank you.

document proces-  
sing program 文書  
処理プログラム

spreadsheet func-  
tion 表作成機能

assessment 評価、  
評価表

labor-saver 手数を  
省くもの

payroll program  
給与計算プログラム

figure out (主に米  
略式) …を理解する、  
わかる、(問題などを)  
解決する

if that's it これで  
(きょうのところは)

おしまいということ  
でよければ

adjourn 散会する





