

## 第4週

【問題1】 解答例は以下のとおり。

1. apologize for *something*
2. appreciate *something*
3. at your convenience
4. by return
5. cause *someone* inconvenience
6. confirm *something*
7. continued cooperation
8. disappoint
9. discuss *something* with *someone*
10. (be) effective
11. for the following reasons
12. if possible
13. in advance
14. in some other way
15. inquire about
16. meet *one's* requirements
17. our position in this matter
18. propose (to *do* [*doing*]) *something*
19. regret doing *something*
20. (be) of service (to *someone*)

【問題2】 解答例は以下のとおり。

1. Thank you for your letter of April 1 requesting us to send you our samples.
2. We have received your letter of April 1 inquiring about our new products.
3. This is to acknowledge your letter of April 1, in which you requested us to send you our quotation for the ABC Project.
4. With reference to [In reply to; In receipt of; With regard to, etc.] your offer made in your letter of April 1, we are sorry to inform you that we have decided not to accept it for the following reasons:
5. As you requested in your letter of April 1, we are pleased to enclose one copy of our latest catalog.

【問題3】 解答例は以下のとおり。

1. Your kind attention to this matter will/would be (highly) appreciated.
2. We would like to thank you in advance for your cooperation in this matter.
3. I look forward to seeing you next Monday.
4. I hope to see you next Monday.
5. This quotation is effective/valid/good until May 10.  
→ May 10 のあとに (exclusive) または (inclusive) のように記入し、10日を含むか

含まないかを明記してもよい。

6. We would like to know if you could accommodate 500 conference participants at your hotel.

【問題4】 解答例は以下のとおり。

1. We are sorry for the delay in sending our reply.
2. We hope to receive your reply by April 1, if possible.
3. Please let us know immediately if you have any questions regarding the above.
4. If there is anything else I/we can do for you, please let me/us know.
5. We look forward to your continued cooperation.
6. We hope (that) we have been of service to you.

【問題5】 解答例は次ページのとおり。



## JAPAN-U.S. ASSOCIATION FOR BUSINESS

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April 7, 19--  
B-T-001

Japan Trading Co., Ltd.  
\*-\* Ichiban-cho  
Chiyoda-ku  
Tokyo 110

Attention: Mr. Kazuo Kimura, Manager  
Personnel Affairs Division

Dear Sirs:

### On-the-Job Training

Thank you for your letter of April 4, concerning on-the-job training (OJT) for your new employees.

We are most pleased to accept your request, but hope that the date and time of the OJT may be changed as follows:

Date: From May 10, for three weeks  
Time: 10:00 a.m. to 4:00 p.m.

For your information, we have enclosed a preliminary OJT schedule, showing the above changes.

In order to make the necessary arrangements for the OJT and to decide on the details, we would like to have a meeting with you at 1:00 p.m. on May 1 at our office. Please let us know whether this is convenient for you.

Thank you again for your interest in our program, and we look forward to hearing from you soon.

Sincerely yours,

Shoji Murata  
Manager  
General Affairs Div.

SM/ys  
Encl.

pc: Mr. John Doe, OJT Coordinator (JPT)