

# 復習テストの解答

## 第5週

【問題1】 解答例は以下のとおり（ここではテキスト第5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. as follows
2. consider (*doing*) *something*
3. a contract; an agreement
4. delivery date
5. a firm order
6. for your information (only)
7. in detail
8. on an equal basis
9. on condition that; provided (that)
10. go by train or otherwise
11. (be) pending
12. purchase; buy
13. a quotation; an estimate
14. reasonable
15. refer to (a book)
16. shipment; shipping
17. specific
18. (the) terms and conditions (of a contract)
19. the undersigned
20. a discount offer

【問題2】 解答例は以下のとおり（解答例はすべてテキスト第5週で学習した文例です）。

1. We are writing to ask you several questions concerning your products.
2. In reply to [In response to; With regard to; etc.] your inquiry of April 1, we are pleased to quote as follows:
3. We understand that you are one of the leading trading companies in Japan.
4. We should/would be most pleased to receive any information you can send us.
5. I hope that the information enclosed herewith [the enclosed information] will be of some help [will be helpful] to you.

【問題3】 解答例は以下のとおり（解答例はすべてテキスト第5週で学習した文例です）。

1. Please note, however, that the prices shown in the enclosed price list are subject to change at the end of this year.

2. For further details, please refer to the attached documents.
3. If there is anything else I can do for you, or if you have any specific questions, please feel free to contact me again.
4. Should you have any questions regarding the above (matter), please contact the undersigned in writing before April 1 [by March 31].
5. We are looking forward to receiving your favorable reply at your earliest convenience [soon; as soon as possible; etc.].

【問題4】 解答例は以下のとおり。

## **Japan Trading Co., Ltd.**

\*\*\* Ichiban-cho, Chiyoda-ku, Tokyo 110, Japan  
Tel. 03-3987-099\* Fax 03-3987-098\*

**FACSIMILE TRANSMISSION**

**Page No.: 1/1**

**Our Ref.:** WM-W5-E4

**Date** : May 30, 19--

**To** : Badcoe and Associates, Inc.

**Attn.** : Mr. C.P. Badcoe, Manager

**Fax No.** : 001-973-50458\* (Manama, Bahrain)

**From** : Taro Yamada, Mgr., International Div., JPT

**Subject** : Computer-Aided Documentation System

Dear Mr. Badcoe:

We were pleased to receive your letter of May 20, in which were enclosed the details of the above system and a sample program.

Upon reviewing the information you sent to us, we found that the system would be quite useful to us. Therefore, we would like to buy a complete set for our in-company use. Please let us know whether this is possible.

Also, if you plan to put the system on the market in the future (which we certainly hope you do), we would be most pleased to become your sole distribution agent in Japan, since we believe that the system will sell quite well in our market. Would you please consider this proposal and, if you are interested, let us know the terms and conditions of the agency agreement.

Thank you for your consideration, and we look forward to your favorable reply.

Sincerely yours,

*T. Yamada*

TY/ys

【問題5】 解答例は以下のとおり。

## British Business Machines, Inc.

Rose Garden, Princess Street, London EC1 1TQ  
Tel. 01-834-218\* Fax 01-834-217\*  
Reg. No. England 15524\* VAT No. 012-3456-2\*

**Our Ref.:** WM-W5-E5

**Date** : 15 July 19--

**To** : Mr. Taro Yamada, Manager, International Div.  
Japan Trading Co., Ltd.  
Tokyo, JAPAN

**Fax No.** : 001-81-3-3987-098\*

**From** : Jane Doe, Overseas Sales Director

**Subject** : Your Inquiry of July 10 (Re: BBM-5900)

Dear Mr. Yamada,

With reference to your inquiry of July 10 about our BBM-5900, I am pleased to reply as follows:

1. We have five service engineers stationed in Japan to provide any necessary maintenance services to our clients.
2. Our BBM-5900 is fully compatible with IBM PC computers.

As to your item 3, I have instructed one of our overseas sales representatives, Mr. John Tanaka, to call on you to discuss the matter with you in person. He will telephone you to make an appointment to visit your office sometime next week.

Thank you very much for your interest in our product. I look forward to the pleasure of serving you in the near future.

Yours sincerely,

### 【Memorandum 14 練習問題の解答例】

1. Please let us know by June 1 whether you wish to buy it or not. または May we have your reply by June 1 as to whether you wish to buy it or not?
2. Thank you for your letter giving us a chance to correct our error.
3. May we ask you to make your decision as soon as possible? または We would appreciate your prompt decision.
4. We would be pleased to send you the goods as soon as we receive your payment. または The goods will be sent to you as soon as we receive your payment.
5. It is the first time for us to do business with you.