

## 第6週

【問題1】 解答例は以下のとおり（ここではテキスト第6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. accept
2. agree
3. confirm
4. expect
5. inform
6. obligation
7. a purchase order
8. alternative
9. (be) competitive
10. (be) effective → (be) in effect または (be) valid も可。
11. (be) out of stock
12. unless
13. as you may know
14. by no means
15. in duplicate
16. in the amount of
17. under the current circumstances
18. (be) unable to *do something*
19. (be) most satisfied with *something* → (be) most pleased with *something* も可。
20. (be) much obliged

【問題2】

1. in, should, to
2. appreciate, to note, of
3. most, would, at
4. of, at, until
5. to, at, unless

【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6週で学習した文例です）。

1. Thank you very much for replying to our inquiry so promptly.
2. We would appreciate your kind consideration.
3. We are very sorry that we are unable to honor/accept your request, but we hope you will kindly understand the above.
4. Once again, we regret having caused you inconvenience, but we hope that we may hear from you soon.
5. However, I would be pleased to offer you a special 5% discount if you would agree to increase the order by 10% or more and to pay in advance.

【問題4】 このレターには文法・語法上の基礎的なエラーが多く見られるだけでなく、全

体的にかなり押し付けがましいトーンになっている。相手に与える印象は最悪であり、できればこのような相手とはビジネスをしたくないと思わせるのに十分である。添削例は次のとおり（注：この添削例はあくまでも表面的な文法・語法上のエラーのみをチェックしたものです。実際にこれを出すためには、「書き換え例」に示すように文面を調整し、全体のトーンをビジネスレターにふさわしいものにする必要があります）。

● 添削例

Dear Sir/Madam:

We received your ~~quick~~ quotation dated ~~on~~ June 1 and found that the prices ~~quoted by you~~ <sup>were a little</sup> ~~was way~~ too high. Therefore, <sup>we would like to ask or</sup> ~~(we request)~~ you to cut down the price <sup>for</sup> 5 to 10 percents. Please note that ~~&~~ <sup>we</sup> cannot ~~(buy from)~~ you unless you <sup>by about</sup> ~~will~~ accept ~~it~~. Please inform us <sup>of</sup> your ~~decision~~ <sup>by</sup> ~~until~~ June 30.

<sup>place an order with</sup> ~~place an order with~~ <sup>this request</sup> ~~place an order with~~

Sincerely yours,

● 書き換え例

Dear Sir/Madam:

Thank you very much for your quotation dated June 1. Although we appreciate your prompt reply, we found that the prices you quoted were a little higher than we had expected.

May we, therefore, ask you to consider a possible price reduction of about five to ten percent. Please note that we would be more than willing to place an order with you if you would kindly accept this request.

Thank you for your consideration. We hope to hear from you by June 30, if possible.

Sincerely yours,

→この書き換え例は、原文をできるだけ生かしながら、ビジネスレターとして出すために必要な最小限のリライトを加えたものです。

【問題5】 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\*

### PURCHASE ORDER

P.O. No.: 6186

Date : June 20, 19--

No. of Pages: 1

To: Smalltown Manufacturing, Inc.  
35 Riverside St., Smalltown  
Philadelphia, PA 15012  
U.S.A.

Please send us the following products, subject to the terms and conditions specified below:

Item Description	Unit Price	Quantity	Total Amount
Model XA-245	U.S. \$200	550	U.S. \$110,000
Model XA-246	250	550	137,500
(less 5% discount)			(-12,375)
Ocean freight charges			6,500
Special packing charges			2,200
Marine cargo insurance			500
Total c.i.f. price after 5% discount			<u>U.S. \$244,325</u>

Shipment: two weeks after the date of order  
Port of delivery: Yokohama, Japan  
Payment : L/C

This P.O. authorized by

Taro Yamada

Taro Yamada, Manager  
International Division

Received and acknowledged by:

Richard Roe

Name: Richard Roe

Title: Export Manager

Date: June --, 19--

【問題 6】 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\*

July 11, 19--  
WM-W6-E6

Registered Air Mail

Prentice-Hall, Inc.  
Publications Department  
Englewood, New Jersey 07632  
U.S.A.

Dear Publications Department:

We would like to place an order with you for 20 copies each of the following publications:

<u>Title of Publication</u>	<u>Unit Price</u>	<u>Q'ty</u>	<u>Total Amount</u>
The U.S.-Japan Trade War	US \$20.00	20	US \$400.00
Doing Business with the Japanese	18.50	20	370.00
New Import-Export Regulations	10.50	20	210.00
Sub-total			980.00
less 10% discount			-98.00
Total of this order			<u>US \$882.00</u>

Since your latest catalog mentions that all orders amounting to U.S. \$500 or more will receive a special 10% discount, we have enclosed a bank draft for U.S. \$882.

Please deliver the above books by Air Express as we need them within three weeks, or by August 1 at the latest. Overseas shipping surcharges, if any, will be paid upon request.

A prompt handling of this order would be highly appreciated.

Sincerely yours,

*Taro Yamada*

Taro Yamada, Manager  
International Div.

TY/--

Encl. B/D No. 12345 issued by the Bank of Tokyo