

## 第8週

【問題1】 解答例は以下のとおり。

1. as far as . . . is/are concerned
2. at no extra cost on your side
3. cause (*someone*) inconvenience
4. (be) charged at
5. (be) disappointed at/in *something*
6. during office hours
7. (be) entitled to (*do something*)
8. in any event; in any case
9. (be) on vacation
10. terms of payment
11. reach an agreement (reach の代わりに make, arrive at, come to も可)
12. a contract; (a) written agreement
13. expect
14. find *something* (to be) . . .
15. inconvenience(s)
16. issue
17. make payment; pay
18. of course
19. provide transportation
20. prepare

【問題2】 解答例は以下のとおり (解答例はすべて第8週で学習した文例です)。

1. Once again, please accept my sincere apologies, and I hope I may hear from you soon.
2. This is to confirm the following which we agreed upon in our telephone conversation yesterday:
3. I am writing to confirm the agreement we reached on April 1 concerning the ABC Project as follows:
4. This change was agreed to/upon by your Service Manager, Mr. Doe, in our telephone conversation yesterday.
5. Enclosed are the minutes of the meeting held on July 18 at our office in Tokyo, concerning the ABC Project.

【問題3】 解答例は以下のとおり (解答例はすべて第8週で学習した文例です)

1. According to our contract signed on January 10, however, this should be \$30, and the total amount payable should have been U.S. \$9,000 only.
2. You are to provide transportation from the airport to the hotel on October 1, and vice versa on October 8 at no additional charge.
3. Japan Trading is entitled to a special 20% discount, on condition that the

order is placed on or before the above date.

4. Please note that the terms of payment have been changed as indicated [shown: mentioned, etc.] in Article 7 of the enclosed draft agreement.
5. If you find that the minutes are in order, please return the attached copy of this letter, duly signed by you in the space provided below.

【問題4】添削後の書き換え例は以下のとおり（本文のみ）。

We have received your letter of May 1, in which you kindly advised us of our error in the calculation of our invoice No. 345.

In examining the invoice, we found that our new accounting manager was not informed of the special discount rates offered to you in our quotation of April 1, and simply applied our regular rates when he prepared the invoice.

We are sorry for any inconvenience that this error may have caused you, and please find enclosed a revised invoice in the amount of U.S. \$13,750.

【問題5】解答例は以下のとおり（表題と本文のみ）。

Subject: Request for Your Comments

Here is a copy of my report entitled "A Proposal for Office Automation," which I wrote for Mr. Yamada at his request.

The purpose of the report is to study both the advantages and the disadvantages of the so-called "office automation" at Japan Trading. Mr. Yamada was kind enough to compliment me on the report, and instructed me to ask for your comments.

Will you please read it over and send me your comments in writing by August 10, if possible? Thank you.

