

For Teachers: Please have the students read the sentences one at a time and correct their pronunciation of each sentence then have them repeat after you. Wait until after they read the sentence (use the number in place of the missing word) to have the students choose the correct answer to fill in the blank. When the students finish the article, move on to the further questions.

4[A] – Improving よくなる skills 技能(ぎのう) at Matterson International

11.1(4A) A2E

1. From: Sarah Fuller sarahfuller@mattersoninternational.com
2. To: Lance Davis l-davis645@westbridgeservices.com
3. Date: June 10, 2011
4. Subject: Improving skills at Matterson International

5. Dear Mr. Davis,

6. Thank you for your call last week ~をありがとう regarding ~に関(かん)する the courses your company 提供(ていきょう)する offers .
7. It was kind of you to ~に同意(どうい)する agree to give Matterson International a 10-percent 値引(ねび)き discount off your 正規(せいぎ)の regular 価格(かかく) group rates .
8. Having discussed the いくつかの various 選択(せんたく) options with my 同僚(どうりょう) co-workers in the 人事課(じんじか) Human Resources Department, I have decided to 予約(よやく)する book 養成(ようせい) two training courses.
9. The first is the beginners' course on the word-processing ソフトウェア software Angel 2011.
10. We started using this software two months ago, but many 従業員(じゅうぎょういん) employees are still ~に苦労(くろう)する struggling with it.
11. I would also like you to 作(つくる) organize a course on the WB 500 presentation software.

Further Questions&A* Ask student to answer the question on their own at first. If the student can't answer correctly, have him look at the last page and read the "example answer" for the question. Have the student try to memorize the answer, if it's too long or difficult, you should divide the sentence into 2 or 3 parts to make it easier to remember. Once they have memorized the answer, the teacher should ask the question one last time so that the student can practice answering. Also if you find any mistakes, please mark the page and let me know ASAP.

12. 1) What company does Sarah Fuller work for? Does this email tell you what they do?
13. Sarah Fuller かいしゃ はどの会社で はたら 働いていますか。この E-メールからどのような会社だといえますか。
14. *She works for Matterson International, but this email doesn't tell us what the company does.*
15. 2) What company does Lance Davis work for? What do they do?
16. Lance Davis かいしゃ はどの会社で はたら 働いていますか。その会社は何をしますか。
17. *He works for West Bridge Services, they 養成(ようせい)する train people in using computer software.*
18. 3) What are the programs that Sarah Fuller wants her employees to learn?
19. Sarah Fuller かのじょ が彼女の じゅうぎょういん 従業員 まな に学んで欲しい ほ と思っている おも 課程は かてい 何ですか。
20. *The programs she wants the employees to learn are Angel 2011 and WB 500.*
21. The 販売(はんばい) sales 責任者(せきにんしゃ) manager here at Matterson recently 最近(さいきん) attended 参加(さんか)する a conference and ~に感心(かんしん)する was impressed by how this software was being used by some of our 会議(かいぎ) rivals 競争相手(きょうそうあいて) .

22. He now wants everyone in his ^{部署(ぶしょ)} department to be trained to use it at an ^{上級(じょうきゅう)} advanced level.
23. You ^{言及(げんきゅう)した} mentioned that we could send employees to your training center to join classes that are open to the public or get a ^{世間(せけん)} ^{講師(こうし)} trainer to come to our office for private ^{授業(じゅぎょう)} sessions.
24. I have chosen the ^{後者(こうしゃ)の} latter option as it will allow the trainer to focus on ^{~に集中(しゅうちゅう)する} the needs of our employees.
25. Would it be possible for you to come to Matterson International sometime next week so we can go over the ^{調(しら)べる} ^{詳細(しょうさい)} details?
26. Best regards,
27. Sarah Fuller
28. Human Resource Manager
29. Matterson Internationa

Further Questions&A

30. 4) Why does the sales team want to learn WB 500? ^{えいぎょうぶ} 営業部はなぜ WB500 ^{なら} を習いたいのですか。
^{最近(さいきん)の} ^{会議(かいぎ)} a recent conference and were
31. *They saw a rival company use the program at a recent conference and were ^{感動(かんどう)させる} impressed by it.*
32. 5) Does Matterson International want to send employees to the training center or receive private lessons?
33. Matterson Internation は ^{じゅうぎょういん} 従業員 ^{くんれんじょ} を訓練所に派遣しますが、それとも ^{こじんじゅぎょう} 個人授業 ^う を受けますか。
34. *Sarah Fuller wants the employees to take private lessons.*
35. 6) What is the reason Sarah Fuller gives for her choice between public and private lessons? Sarah Fuller が ^の 述べた ^{みんかん} 民間と ^{こじん} 個人 ^{かん} レッスン間での ^{かのじょ} 彼女の ^{せんたく} 選択の ^{りゆう} 理由はなんですか。
36. *During private lessons, the trainer can ^{集中(しゅうちゅう)する} concentrate solely on the needs of Matterson International.*
37. 7) What computer programs can you use? あなたはどのコンピューターのプログラムを ^{つか} 使えますか。
38. *I can use Microsoft Word and the internet browser.*
39. 8) How would you feel if your company wanted you to ^{参加(さんか)する} attend extra classes to learn computer software? あなたの ^{かいしゃ} 会社があなたにコンピューターのソフトウェアの ^{りんじじゅぎょう} 臨時授業 ^{さんか} に参加してほしいといたら ^{かん} あなたはどのように感じますか。
40. *I might be a bit ^{イライラさせる} annoyed to have to spend time learning new programs, but afterwards I might be happy I took the classes.*
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41. (34) Last week Mr. Davis ^{せんしゅう} 先週、Mr.Davis は...
42. 1 Held a training course for his senior managers at Matterson Interional.
43. 2 Told Sarah Fuller that his company could ^{-を提供(ていきょう)する} provide training courses at a ^{割引価格(わりびきかかく)} reduced price.
44. 3 Joined a ^{話(はな)し合(あ)い} discussion at Matterson International's Human Resources Department.

45. 4 ^{受(う)け入(い)れた} Accepted ^{予約(よやく)} a reservation for two training courses from one of Sarah Fuller's co-workers.
46. (35) What is one thing Sarah Fuller says about the WB 500 software?
47. Sarah Fuller ^のが WB500 ソフトウェアについて ^{述(の)べていること}の ^{ひと}一つは ^{なん}何ですか。
48. 1 It was ^{作(つく)られた} created by one of Matterson International's rivals.
49. 2 Many ^{従業員(じゅうぎょういん)} employees at Matterson International already have it.
50. 3 The course on it should be ^{適当(てきとう)な} suitable for people who are beginners at using computers.
51. 4 The sales manager wants members of his department to be able to use it well.

52. (36) What has Sarah Fuller decided to do? Sarah Fuller ^{なに}は何を ^きすることを決めましたか。
53. 1 Have employees choose the person who will teach them.
54. 2 Send employees to join classes that are open to the public.
55. 3 ^{手配(てはい)する} Arrange for the classes to be held at Matterson International's office.
56. 4 Telephone Mr. Davis next week to ^{検討(けんとう)する} go over ^{詳細(しょうさい)} the details of the classes.

Review Questions

57. 1) What company does Sarah Fuller work for? Does this email tell you what they do?
58. *She works for Matterson International, but this email doesn't tell us what the company does.*
59. 2) What company does Lance Davis work for? What do they do?
60. *He works for West Bridge Services, they ^{養成(ようせい)する} train people in using computer software.*
61. 3) What are the programs that Sarah Fuller wants her employees to learn?
62. *The programs she wants the employees to learn are Angel 2011 and WB 500.*
63. 4) Why does the sales team want to learn WB 500?
64. *They saw a rival company use the program at a ^{最近(さいきん)の} recent ^{会議(かいぎ)} conference and were ^{感動(かんだう)させる} impressed by it.*
65. 5) Does Matterson International want to send employees to the training center or receive private lessons?
66. *Sarah Fuller wants the employees to take private lessons.*
67. 6) What is the reason Sarah Fuller gives for her choice between public and private lessons?
68. *During private lessons, the trainer can ^{集中(しゅうちゅう)する} concentrate ^{もっぱら} solely on the needs of Matterson International.*
69. 7) What computer programs can you use?
70. *I can use Microsoft Word and the internet browser.*
71. 8) How would you feel if your company wanted you to ^{参加(さんか)する} attend extra classes to learn computer software?
72. *I might be a bit ^{イライラさせる} annoyed to have to spend time learning new programs, but ^{あとで} afterwards I might be happy I took the classes.*

376	~を見積もる <small>みつ</small>	estimate					エスティメイト
377	偽の、~を偽造する <small>にせ ぎぞう</small>	fake					フェイク
378	細い、やせた <small>ほそ</small>	thin					シン
379	おびえた、びっくりした	scared					スカード
380	~を前方に出す、前進させる <small>ぜんぽう だ ぜんしん</small>	advance					アドヴァンス
381	~を思い出させる <small>おも だ</small>	remind					リマインド
382	失敗する、落第する <small>しっぱい らくだい</small>	fail					フェイル
383	敵、敵対者 <small>てき てきたいしゃ</small>	enemy					エネミー
384	交差点 <small>こうさてん</small>	intersection					インターセクション
385	行動、動き <small>こうどう うごき</small>	action					アクション
386	~を強調する <small>きょうちよう</small>	emphasize					エンファイズ
387	部門、局 <small>ぶもん きょく</small>	department					デパートメント
388	代理店 <small>だいいてん</small>	agency					エイヂェンシー
389	~を言い表す、 ~を表現する <small>い あらわ ひょうげん</small>	express					エクスプレス
390	押すこと、圧縮 <small>お あっしゆく</small>	pressure					プレッシャー