4[A]Improving skills at Matterson International Lesson13 G2 Chobun TypeB 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

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……

5. Dear Mr. Davis,

6. Thank you for your call last week regarding the courses your company offers.
7. It was kind of you to agree to give Matterson International a 10-percent discount off
8. your regular group rates.
9. Having discussed the various options with my co-workers in the Human Resources
10. Department, I have decided to book two training courses.
11. The first is the beginners' course on the word-processing software Angel 2011.
12. We started using this software two months ago, but many employees are still
13. struggling with it.
14. I would also like you to organize a course on the WB 500 presentation software.

Further Questions& Sample Answers

15. 1) What company does Sarah Fuller work for? Does this email tell you what they do?
16. *She works for Matterson International, but this email doesn't tell us what the*
17. *company does.*
18. 2) What company does Lance Davis work for? What do they do?
19. *He works for West Bridge Services, they train people in using computer software.*
20. 3) What are the programs that Sarah Fuller wants her employees to learn?
21. *The programs she wants the employees to learn are Angel 2011 and WB 500.*
22.
23. The sales manager here at Matterson recently attended a conference and was
24. impressed by how this software was being used by some of our rivals.
25. He now wants everyone in his department to be trained to use it at an advanced level.
26. You mentioned that we could send employees to your training center to join classes
27. that are open to the public or get a trainer to come to our office for private sessions.
28. I have chosen the latter option as it will allow the trainer to focus on the needs of our
29. employees. Would it be possible for you to come to Matterson International sometime
30. next week so we can go over the details?

31. Best regards,
32. Sarah Fuller
33. Human Resource Manager
34. Matterson Internationa

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Further Questions& Sample Answers

35. 4) Why does the sales team want to learn WB 500?
36. *They saw a rival company use the program at a recent conference and were impressed*
37. *by it.*
38. 5) Does Matterson International want to send employees to the training center or receive private lessons?
39. *Sarah Fuller wants the employees to take private lessons.*

40. **6**) What is the reason Sarah Fuller gives for her choice between public and private
41. lessons?
42. *During private lessons, the trainer can concentrate solely on the needs of Matterson*
43. *International.*

44. **7**) What computer programs can you use?
45. *I can use Microsoft Word and the internet browser.*

46. **8**) How would you feel if your company wanted you to attend extra classes to learn
47. computer software?
48. *I might be a bit annoyed to have to spend time learning new programs, but afterwards*
49. *I might be happy I took the classes.*

50.
51. （**34**)　Last week Mr. Davis
52. **1**　Held a training course for his senior managers at Matterson Interional.
53. **2**　Told Sarah Fuller that his company could provide training courses at a reduced
54. price.
55. **3**　Joined a discussion at Matterson International's Human Resources Department.
56. **4**　Accepted a reservation for two training courses from one of Sarah Fuller's
 co-workers.

57. （**35**)　　What is one thing Sarah Fuller says about the WB 500 software?
58. **1**　It was created by one of Matterson International's rivals.
59. **2**　Many employees at Matterson International already have it.
60. **3**　The course on it should be suitable for people who are beginners at using computers.
61. **4**　The sales manager wants members of his department to be able to use it well.

62. （**36**)　What has Sarah Fuller decided to do?
63. **1**　Have employees choose the person who will teach them.
64. **2**　Send employees to join classes that are open to the public.
65. **3**　Arrange for the classes to be held at Matterson International's office.
66. **4**　Telephone Mr. Davis next week to go over the details of the classes.

Review Questions

67. **1**) What company does Sarah Fuller work for? Does this email tell you what they do?
68. *She works for Matterson International, but this email doesn't tell us what the*
69. *company does.*

70. **2**) What company does Lance Davis work for? What do they do?
71. *He works for West Bridge Services, they train people in using computer software.*

72. **3**) What are the programs that Sarah Fuller wants her employees to learn?
73. *The programs she wants the employees to learn are Angel 2011 and WB 500.*

74. **4**) Why does the sales team want to learn WB 500?
75. *They saw a rival company use the program at a recent conference and were impressed*
76. *by it.*

77. **5**) Does Matterson International want to send employees to the training center or
receive private lessons?
78. *Sarah Fuller wants the employees to take private lessons.*

79. **6**) What is the reason Sarah Fuller gives for her choice between public and private
80. lessons?
81. *During private lessons, the trainer can concentrate solely on the needs of Matterson*
82. *International.*

83. **7**) What computer programs can you use?
84. *I can use Microsoft Word and the internet browser.*

85. **8**) How would you feel if your company wanted you to attend extra classes to learn
86. computer software?
87. *I might be a bit annoyed to have to spend time learning new programs, but afterwards*
88. *I might be happy I took the classes.*
89.

解答: (34) 4 (35) 1 (36) 3

日本語訳付

4[A]Improving skills at Matterson International Lesson13 G2 Chobun dokkai11.1(4A) A2E
よくなる 技能（ぎのう）

90. From: Sarah Fuller sarahfuller@mattersoninternational.com
91. To: Lance Davis l-davis645@westbridgeservices.com
92. Date: June 10, 2011
93. Subject: Improving skills at Matterson International
……
94. Dear Mr. Davis,

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

Further Questions& Sample Answers

104. **1**) What company does Sarah Fuller work for? Does this email tell you what they do?
105. Sarah Fuller はどの会社で働いていますか。この E-メールからどのような会社だといえますか。
かいしゃ はたら かいしゃ
106. *She works for Matterson International, but this email doesn't tell us what the*
company does.
107. **2**) What company does Lance Davis work for? What do they do?
108. Lance Davis はどの会社で働いていますか。その会社は何をしますか。
かいしゃ はたら かいしゃ なに
109. *He works for West Bridge Services, they train people in using computer*
養成（ようせい）する
software.

110. 3) What are the programs that Sarah Fuller wants her employees to learn?

111. 　Sarah Fuller が彼女の 従業員 に学んで欲しいと思っている課程はなんですか。

112. *The programs she wants the employees to learn are Angel 2011 and WB 500.*

113. The　sales　manager　here at Matterson　recently　attended　a conference and
（販売 （はんばい）　責任者 （せきにんしゃ）、最近 （さいきん）　参加 （さんか） する　会議 （かいぎ））

114. was impressed by how this software was being used by some of our　rivals　.
（～に感心 （かんしん） する、競争相手 （きょうそうあいて））

115. He now wants everyone in his department to be trained to use it at an advanced
（部署 （ぶしょ）、上級 （じょうきゅう））

116. level.

117. You mentioned that we could send employees to your training center to join classes
（言及 （げんきゅう） した）

118. that are open to the public or get a trainer to come to our office for private
（世間 （せけん）、講師 （こうし））

119. sessions .
（授業 （じゅぎょう））

120. I have chosen the latter option as it will allow the trainer to focus on the
（後者 （こうしゃ） の、～に集中 （しゅうちゅう） する）

121. needs of our employees.

122. Would it be possible for you to come to Matterson International sometime next week

123. so we can go over the details ?
（調 （しら） べる、詳細 （しょうさい））

124. Best regards,
125. Sarah Fuller
126. Human Resource Manager
127. Matterson Internationa

Further Questions& Sample Answers　eTOC

128. 4) Why does the sales team want to learn WB 500?　営業部はなぜ WB500 を習いたいのですか。
（営業部 （えいぎょうぶ）、最近 （さいきん） の　会議 （かいぎ））

129. *They saw a rival company use the program at a　recent　conference and were*

130. *impressed by it.*
（感動 （かんどう） させる）

131. 5) Does Matterson International want to send employees to the training center or receive private lessons?

132. 　Matterson Internation は 従業員 を訓練所に派遣しますか、それとも個人授業を受けますか。
（従業員 （じゅうぎょういん）、訓練所 （くんれんじょ）、派遣 （はけん）、個人授業 （こじんじゅぎょう）、受 （う）け）

133. *Sarah Fuller wants the employees to take private lessons.*

134. 6) What is the reason Sarah Fuller gives for her choice between public and private

135. lessons?　Sarah Fuller が述べた民間と個人レッスン間での彼女の選択の理由はなんですか。
（述 （の）べた、民間 （みんかん）、個人 （こじん）、彼女 （かのじょ）、選択 （せんたく）、理由 （りゆう））

136. *During private lessons, the trainer can　concentrate　solely on the needs of*
（集中 （しゅうちゅう） する、もっぱら）

137. *Matterson International.*

138. 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使えますか。
（使 （つか）え）

139. *I can use Microsoft Word and the internet browser.*

140. 8) How would you feel if your company wanted you to　attend　extra classes to learn
（参加 （さんか） する）

141. computer software?　あなたの会社があなたにコンピューターのソフトウェアの臨時授業 に参加してほしいといったら
（会社 （かいしゃ）、臨時授業 （りんじじゅぎょう）、参加 （さんか））

142. あなたはどのように感じますか。
（感 （かん））

143. *I might be a bit　annoyed　to have to spend time learning new programs, but*
（イライラさせる）

144. *afterwards I might be happy I took the classes.*
（後 （あと）で）

145. **(34)　Last week Mr. Davis**　　先週、Mr.Davis は…

146. **1**　　開催（かいさい）した
Held　a training course for his senior managers at Matterson Interional.

147. **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.

148. **3**　Joined a　話（はな）し合（あ）い
discussion　at Matterson International's Human Resources Department.

149. **4**　受（う）け入（い）れた　　予約（よやく）
Accepted　a　reservation　for two training courses from one of Sarah Fuller's
co-workers.

150. **(35)　What is one thing Sarah Fuller says about the WB 500 software?**

151. Sarah Fuller が WB500 ソフトウェアについて述（の）べていることの一（ひと）つは何（なん）ですか。

152. **1**　作（つく）られた
It was　created　by one of Matterson International's rivals.

153. **2**　従業員（じゅうぎょういん）
Many　employees　at Matterson International already have it.

154. **3**　適当（てきとう）な
The course on it should be　suitable　for people who are beginners at using computers.

155. **4**　The sales manager wants members of his department to be able to use it well.

156. **(36)　What has Sarah Fuller decided to do?**　Sarah Fuller は何（なに）をすることを決（き）めましたか。

157. **1**　Have employees choose the person who will teach them.

158. **2**　Send employees to join classes that are open to the public.

159. **3**　手配（てはい）する
Arrange　for the classes to be held at Matterson International's office.

160. **4**　電話（でんわ）をかける
Telephone　Mr. Davis next week to　検討（けんとう）する
go over　the　詳細（しょうさい）
details　of the classes.

Review Questions

161. **1)** What company does Sarah Fuller work for? Does this email tell you what they do?

162. *She works for Matterson International, but this email doesn't tell us what the company does.*

163. **2)** What company does Lance Davis work for? What do they do?

164. *He works for West Bridge Services, they*　養成（ようせい）する
train　people in using computer software.

165. **3)** What are the programs that Sarah Fuller wants her employees to learn?

166. *The programs she wants the employees to learn are Angel 2011 and WB 500.*

167. **4)** Why does the sales team want to learn WB 500?

168. *They saw a rival company use the program at a*　最近（さいきん）の　会議（かいぎ）
recent　conference and were
感動（かんどう）させる
impressed　by it.

169. **5)** Does Matterson International want to send employees to the training center or receive private lessons?

170. *Sarah Fuller wants the employees to take private lessons.*

171. **6)** What is the reason Sarah Fuller gives for her choice between public and private lessons?

172. *During private lessons, the trainer can*　集中（しゅうちゅう）する　もっぱら
concentrate　solely　on the needs of Matterson International.

173.

174. **7)** What computer programs can you use?

175. *I can use Microsoft Word and the internet browser.*

176. **8)** How would you feel if your company wanted you to   attend   [参加（さんか）する] extra classes to learn
177. computer software?

178. *I might be a bit annoyed [イライラさせる] to have to spend time learning new programs, but*

179. *afterwards [あとで] I might be happy I took the classes.*

c 解答: **(34)** 4 **(35)** 1 **(36)** 3