

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.

日本語訳なしタイプ B もございます。スクロールダウンするとございますので好きな方をご利用下さい。

eTOC のレッスン以外で使用禁止

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 the courses your company ～に関 (かん) する offers 提供 (ていきょう) する.

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 group 価格 (かかく) rates.

8. Having discussed the いくつかの various options 選択 (せんたく) 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 two training 養成 (ようせい) 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 ～に苦勞 (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 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。

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 はどの会社で働いていますか。その会社は何をしますか。

17. *He works for West Bridge Services, they train people in using computer software.*

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

19. 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。

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

21. The sales manager here at Matterson recently attended a conference and was impressed by how this software was being used by some of our rivals.

22. He now wants everyone in his department to be trained to use it at an advanced level.
 言及 (げんきゅう) した
23. You mentioned that we could send employees to your training center to join classes that are open to the public or get a trainer to come to our office for private sessions .
 世間 (せけん) 講師 (こうし) 授業 (じゅぎょう)
24. I have chosen the latter option as it will allow the trainer to focus on the needs of our employees. 後者 (こうしゃ) の ~に集中 (しゅうちゅう) する
25. Would it be possible for you to come to Matterson International sometime next week so we can go over the details ?
 調 (しら) べる 詳細 (しょうさい)
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? 営業部 (えいぎょうぶ) はなぜ WB500 を習 (なら) いたいのですか。
 最近 (さいきん) の 会議 (かいぎ)
31. They saw a rival company use the program at a recent conference and were impressed by it.
 感動 (かんだう) させる
32. 5) Does Matterson International want to send employees to the training center or receive private lessons?
 33. Matterson Internation は 従業員 (じゅうぎょういん) を 訓練所 (くんれんじょ) に 派遣 (はけん) しますか、それとも 個人授業 (こじんじゅぎょう) 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 が述べた 民間 (みんかん) と 個人 (こじん) レッスン間 (かん) での 彼女の 選択 (せんたく) の理由 (りゆう) は 何 (なに) ですか。
 36. During private lessons, the trainer can concentrate solely on the needs of Matterson International. 集中 (しゅうちゅう) する もっぱら
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 を使 (つか) 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 attend extra classes to learn computer software? あなたの 会社 (かいしゃ) があなたに コンピューター の ソフトウェア の 臨時授業 (りんじじゅぎょう) に 参加 (さんか) してほしい といったら あなたはどのように 感 (かん) じますか。
 40. I might be a bit annoyed to have to spend time learning new programs, but afterwards I might be happy I took the classes. イライラさせる

41. (34) Last week Mr. Davis 先週 (せんしゅう) 、Mr.Davis は…
 開催 (かいさい) した
42. 1 Held a training course for his senior managers at Matterson Interional. ~を提供 (ていきょう) する
43. 2 Told Sarah Fuller that his company could provide training courses at a reduced price. 割引価格 (わりびきかかく)
44. 3 Joined a discussion at Matterson International's Human Resources Department. 話 (はな) し合 (あ) い

受 (う) け入 (い) れた 予約 (よやく)

45. 4 Accepted 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 が WB500 ソフトウェアについて述べていることの^の一つは^{ひと}何^{なん}ですか。

作 (つく) られた

48. 1 It was created by one of Matterson International's rivals.

従業員 (じゅうぎょういん)

49. 2 Many employees at Matterson International already have it.

適当 (てきとう) な

50. 3 The course on it should be 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 は何^{なに}を^なすることを^き決めましたか。

53. 1 Have employees choose the person who will teach them.

54. 2 Send employees to join classes that are open to the public.

手配 (てはい) する

55. 3 Arrange for the classes to be held at Matterson International's office.

電話 (でんわ) をかける

検討 (けんとう) する

詳細 (しょうさい)

56. 4 Telephone Mr. Davis next week to go over 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?

養成 (ようせい) する

60. *He works for West Bridge Services, they 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?

最近 (さいきん) の 会議 (かいぎ)

64. *They saw a rival company use the program at a recent conference and were impressed by it.*

感動 (かんどう) させる

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?

集中 (しゅうちゅう) する もっぱら

68. *During private lessons, the trainer can concentrate 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.*

参加 (さんか) する

71. 8) How would you feel if your company wanted you to attend extra classes to learn computer software?

イライラさせる

72. *I might be a bit annoyed to have to spend time learning new programs, but afterwards I might be happy I took the classes.*

あとで

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 80. your regular group rates.
 81. Having discussed the various options with my co-workers in the Human Resources
 82. Department, I have decided to book two training courses.
 83. The first is the beginners' course on the word-processing software Angel 2011.
 84. We started using this software two months ago, but many employees are still
 85. struggling with it.
 86. I would also like you to organize a course on the WB 500 presentation software.

Further Questions&A

87. 1) What company does Sarah Fuller work for? Does this email tell you what they do?
 88. 2) What company does Lance Davis work for? What do they do?
 89. 3) What are the programs that Sarah Fuller wants her employees to learn?

90. The sales manager here at Matterson recently attended a conference and was
 91. impressed by how this software was being used by some of our rivals.
 92. He now wants everyone in his department to be trained to use it at an advanced level.
 93. You mentioned that we could send employees to your training center to join classes
 94. that are open to the public or get a trainer to come to our office for private sessions.
 95. I have chosen the latter option as it will allow the trainer to focus on the needs of our
 96. employees. Would it be possible for you to come to Matterson International sometime
 97. next week so we can go over the details?

98. Best regards,
 99. Sarah Fuller
 100. Human Resource Manager
 101. Matterson Internationa

Further Questions&A

102. 4) Why does the sales team want to learn WB 500?
 103. 5) Does Matterson International want to send employees to the training center or
 receive private lessons?
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 lessons?
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 computer software?

107. (34) Last week Mr. Davis

108. **1** Held a training course for his senior managers at Matterson Interional.
109. **2** Told Sarah Fuller that his company could provide training courses at a reduced price.
110. **3** Joined a discussion at Matterson International’s Human Resources Department.
111. **4** Accepted a reservation for two training courses from one of Sarah Fuller’s co-workers.
112. **(35)** What is one thing Sarah Fuller says about the WB 500 software?
113. **1** It was created by one of Matterson International’s rivals.
114. **2** Many employees at Matterson International already have it.
115. **3** The course on it should be suitable for people who are beginners at using computers.
116. **4** The sales manager wants members of his department to be able to use it well.
117. **(36)** What has Sarah Fuller decided to do?
118. **1** Have employees choose the person who will teach them.
119. **2** Send employees to join classes that are open to the public.
120. **3** Arrange for the classes to be held at Matterson International’s office.
121. **4** Telephone Mr. Davis next week to go over the details of the classes.

Review Questions

122. **1)** What company does Sarah Fuller work for? Does this email tell you what they do?
123. **2)** What company does Lance Davis work for? What do they do?
124. **3)** What are the programs that Sarah Fuller wants her employees to learn?
125. **4)** Why does the sales team want to learn WB 500?
126. **5)** Does Matterson International want to send employees to the training center or receive private lessons?
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解答: (34) 4 (35) 1 (36) 3