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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 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.

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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

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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 lessons?

80. *During private lessons, the trainer can concentrate solely on the needs of Matterson 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 computer software?

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

89.



解答: (34) 4 (35) 1 (36) 3

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日本語訳付

よくなる 技能 (ぎのう)

4[A] Improving skills at Matterson International Lesson13 G2 Chobun dokkai11.1(4A) A2E

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100. The first is the beginners' course on the word-processing software Angel 2011.

101. We started using this software two months ago, but many employees are still struggling with it.

103. I would also like you to organize a course on the WB 500 presentation software.

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。

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。

109. *He works for West Bridge Services, they train people in using computer 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)
 was impressed by how this software was being used by some of our rivals.

114. ～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 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 世間 (せけん) 講師 (こうし)

118. that are open to the public or get a trainer to come to our office for private
授業 (じゅぎょう)

119. sessions .

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
 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)

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receive private lessons:

132. Matterson International 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。

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
 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。
の 民間 (みんかん) こじん かん かのじょ せんたく りゆう

136. *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

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。
つか

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
 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
参加 (さんか) する

141. かいしゃ りんじじゅぎょう さんか
 あなたはどのように感じますか。
かん

143. *I might be a bit annoyed to have to spend time learning new programs, but
あとで*

144. *afterwards I might be happy I took the classes.*

145. **(34) Last week Mr. Davis** せんしゅう 先週、Mr.Davis は…
開催 (かいさい) した
 146. **1** Held a training course for his senior managers at Matterson Interional.
~を提供 (ていきょう) する
 147. **2** Told Sarah Fuller that his company could provide training courses at a
割引価格 (わりびきかかく)
 reduced price.
話 (はな) し合 (あ) い
 148. **3** Joined a discussion at Matterson International’s Human Resources Department.
受 (う) け入 (い) れた 予約 (よやく)
 149. **4** 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べていることの^{ひと}一つは何ですか。
作 (つく) られた
 152. **1** It was created by one of Matterson International’s rivals.
従業員 (じゅうぎょういん)
 153. **2** Many employees at Matterson International already have it.
適当 (てきとう) な
 154. **3** The course on it should be suitable for people who are beginners at using computers.

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163. **2) What company does Lance Davis work for? What do they do?**
養成 (ようせい) する
 164. *He works for West Bridge Services, they 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?**
最近 (さいきん) の 会議 (かいぎ)
 168. *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.*
 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?**
集中 (しゅうちゅう) する もっぱら
 172. *During private lessons, the trainer can 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 ^{参加 (さんか) する} attend extra classes to learn
 177. computer software?
 178. *I might be a bit annoyed to have to spend time learning new programs, but*
 179. *afterwards I might be happy I took the classes.*

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