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

eTOC生徒様以外使用禁止

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（かいしゃ）で働（はたら）いていますか。この E-メールからどのような会社（かいしゃ）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（かいしゃ）で働（はたら）いていますか。その会社（かいしゃ）は何（なに）をしますか。
17. *He works for West Bridge Services, they train（養成（ようせい）する） 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（かのじょ）の従業員（じゅうぎょういん）に学（まな）んで欲（ほ）しいと思（おも）っている課程（かてい）はなんですか。
20. *The programs she wants the employees to learn are Angel 2011 and WB 500.*

21. The sales（販売（はんばい）） manager（責任者（せきにんしゃ）） here at Matterson recently（最近（さいきん）） attended（参加（さんか）する） a conference（会議（かいぎ）） and was impressed by（～に感心（かんしん）する） how this software was being used by some of our rivals（競争相手（きょうそうあいて））.

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

23. You mentioned（言及（げんきゅう）した）that we could send employees to your training center to join classes that are open to the public（世間（せけん））or get a trainer（講師（こうし））to come to our office for private sessions（授業（じゅぎょう））.

24. I have chosen the latter（後者（こうしゃ）の）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（調（しら）べる）the details（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? 営業部はなぜ WB500 を習いたいのですか。

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

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

33. 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。

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が述べた民間と個人レッスン間での彼女の選択の理由はなんですか。

36. *During private lessons, the trainer can concentrate（集中（しゅうちゅう）する）solely（もっぱら）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 attend（参加（さんか）する）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いったらあなたはどのように感じますか。

40. *I might be a bit annoyed（イライラさせる）to have to spend time learning new programs, but afterwards（あとで）I might be happy I took the classes.*

---

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

42. 1 Held（開催（かいさい）した）a training course for his senior managers at Matterson Interional.

43. 2 Told Sarah Fuller that his company could provide（~を提供（ていきょう）する）training courses at a reduced price（割引価格（わりびきかかく））.

44. 3 Joined a discussion（話（はな）し合（あ）い）at Matterson International's Human Resources Department.

eTOC生徒様以外使用禁止

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一つは何ですか。
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 は何を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.
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*
感動（かんどう）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?
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*
あとで
afterwards I might be happy I took the classes.

eTOC生徒様以外使用禁止

解答: (34) 4 (35) 1 (36) 3

376	～を見積もる	estimate					エステイメイト
377	偽の、～を偽造する	fake					フェイク
378	細い、やせた	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	advance					アドヴァンス
381	～を思い出させる	remind					リマインド
382	失敗する、落第する	fail					フェイル
383	敵、敵対者	enemy					エネミィ
384	交差点	intersection					インターセクション
385	行動、動き	action					アクション
386	～を強調する	emphasize					エンファサイズ
387	部門、局	department					ディパートメント
388	代理店	agency					エイジェンシィ
389	～を言い表す、～を表現する	express					エクスプレス
390	押すこと、圧縮	pressure					プレシャー

eTOC生徒様以外使用禁止