



A. Words and Expressions (語彙と表現)

Check pronunciation, meanings of expressions with your tutor.

講師と一緒に表現の発音、意味を確認しましょう。

Expressions
take advantage of ...
…を利用する
conform to tougher regulations
厳しい規則に従う
ask ○○ to help us enforce these new rules
○○にこれらの新ルールを施行することを手伝うようにお願いする

出典

意味
例文

Weblio辞書 英和辞典・和英辞典
Weblio 英語例文

<http://ejje.weblio.jp/>

<http://ejje.weblio.jp/sentence/>

B. Read the letter below (メールを読みましょう)

■ Example 1 (例文1)

TO: Department Supervisors
FROM: Assistant Director

Inform your subordinates:

1. Because so many have taken advantage of past leniency, lateness will no longer be overlooked. Paychecks will be docked as of Monday, March 6.

2. As a result of abuses of employee privileges, which have resulted in exorbitant longdistance

telephone bills, any employee caught making a personal call will be subject to disciplinary action.

As supervisors, you will be required to enforce these new regulations.

■ Example 2 (例文2)

TO: Department Supervisors
From: Wanda Hatch, Assistant Director

Unfortunately, a few people have taken advantage of lenient company policies regarding lateness and personal phone calls. As a result, we must all now conform to tougher regulations.

Please inform the members of your department that:

1. Beginning Monday, March 6, the paychecks of employees who are late will be docked.

2. Personal phone calls are no longer permitted.

It is a shame that the abuses of a few must cost the rest of us. But we are asking all department supervisors to help us enforce these new rules.

C. Comprehension Questions (確認問題)

1. Why did the assistant director issue a memo to all department supervisors?
2. What does the memo say about lateness?
3. What does the assistant director want all department supervisors to do?

D. Discussion Questions (ディスカッション問題)

1. Which memo version do you think is better? Why?
2. If you were to receive Version 1 of the memo above, how would you feel?
3. When do heads/managers/directors usually issue a memo?

D. Practice (練習問題)

How would you improve the memo below?

TO: Department Managers
FROM: Branch Director

Tell your subordinates:

1. Because our customers complained about many of our employees taking too long to respond to e-mails, distractions such as the use of mobile phones, listening to music and checking of Facebook will no longer be allowed.
2. Because many of our employees spend more than one hour for their lunch break, any employee who comes to work late from lunch will be considered on a half-day.

As department managers, you have to enforce these new regulations.