## 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。

<table>
<thead>
<tr>
<th>Expressions</th>
<th>翻訳</th>
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<tbody>
<tr>
<td>I am sorry to inform you that your application for … has been turned down</td>
<td>大変申し訳ございませんがあなたの…への申し込みはお見送りさせていただくこととなりました</td>
</tr>
<tr>
<td>Our credit department believes that…</td>
<td>私共の信用調査部は…を信じています</td>
</tr>
<tr>
<td>We will be delighted to…</td>
<td>喜んで…いたします</td>
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出典

意彙 Weblio辞書 英和辞典・和英辞典 http://ejje.weblio.jp/
例文 Weblio 英語例文 http://ejje.weblio.jp/sentence/
B. Read the letter below (メールを読んでみましょう)

■ Example 1 (例文1)

Dear Miss Biggs:

Having conducted our standard credit investigation, we have concluded that it would be unwise for us to grant your credit at this time.

We believe that the extent of your current obligations makes you a bad credit risk. As you can understand, it is in our best interest to grant charge accounts only to those customers with proven ability to pay.

Please accept our sincere regrets and feel free to continue to shop at Allen’s on a cash Basis.

Sincerely yours,

■ Example 2 (例文2)

Dear Miss Biggs:

I am sorry to inform you that your application for an Allen’s charge account has been turned down.

Our credit department believes that, because of your credit obligations, additional credit might be difficult for you to handle at this time. Your credit reputation is too valuable to be placed in jeopardy. We will be delighted, of course, to reconsider your application in the future should your financial responsibilities be reduced. Until then, we hope you will continue to shop at Allen’s where every customer is our prime concern.

Sincerely yours,
C. Comprehension Questions (確認問題)

1. What is the intent of the letter above?

2. Why was Miss Biggs turned down?

3. What does Allen's hope Miss Biggs will do?

D. Discussion Questions (ディスカッション問題)

1. If you were to receive Version 1 of the letter above, how would you feel?

2. If you received Version II of the letter above, would you be encouraged to reapply For an Allen's charge account? Why or why not?

3. Which sentences/expressions from Version 1 of the letter above sound rude/impolite?

D. Practice (練習)

How would you improve the letter below?

Dear Mr. Lowe:

With reference to your letter last Thursday, I can't answer it because my boss, Mr. Avery, is out of town. If I gave you any information about the new contract with Hastings Development Corporation, he might not like it.

If Mr. Avery wants you to have that information, I'll have him write to you when he returns in two weeks.

Yours truly,