



### 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

I am pleased with the invitation to...

...へのお招きをいただき光栄に思います

Unfortunately, I cannot attend...

残念ながら、...に出席することができません

I feel that I will not have sufficient time to prepare myself because...

...なので準備をする十分な時間がないと感じています

#### 出典

意味  
例文

Weblio辞書 英和辞典・和英辞典  
Weblio 英語例文

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

**B. Read the letter below (メールを読んでみましょう)**

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**■ Example 1 (例文1)**

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Dear Miss Rodriguez:

I am very pleased with the invitation that I received from you inviting me to make a speech for the National Association of Secretaries on June 11. Unfortunately, I regret that I cannot attend the meeting on June 11. I feel that I do not have sufficient time to prepare myself because I received your invitation on June 3 and it is not enough time to prepare myself completely for the speech.

Yours truly,

**■ Example 2 (例文2)**

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Dear Miss Rodriguez:

I am pleased with the invitation to speak to the National Association of Secretaries. Unfortunately, I cannot attend the meeting on June 11.

I feel that I will not have sufficient time to prepare myself because I received your invitation on June 3.

I will be happy to address your organization on another occasion if you would give me earlier notice. Best of luck with your meeting.

Sincerely yours,

**C. Comprehension Questions (確認問題)**

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1. What is the intent of the letter above?
2. Why did the sender turn down the invitation of Miss Rodriguez?
3. What will the sender be happy to do on another occasion?

**D. Discussion Questions (ディスカッション問題)**

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1. How does Version I of the letter above sound like? Is the writing stype appropriate for business? Why or why not?
2. Is it difficult to turn down an invitation? Discuss.
3. If you were Miss Rodriguez, how would you respond to the sender of the letter above?

**D. Practice (練習)**

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How would you improve the letter below?

Dear Ms. Grant:

I'm sorry I cannot present my research to your employees on July 30 because I'm busy.

I can present my research to your employees if we reschedule. I can do it on August 5.

Hope to hear from you soon! Thanks.

Yours truly,