



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	
We have received your order forのご注文を受け付けました。...のご注文を承りました。
We sincerely appreciate your interest inに興味を持ってくださり幸いです。...に興味を持ってくださり、ありがとうございます。
We are enclosing a list ofのリストを同封いたします。

出典

意味 Weblio辞書 英和辞典・和英辞典 <http://eije.weblio.jp/>
 例文 Weblio 英語例文 <http://eije.weblio.jp/sentence/>

B. Read the letter(手紙を読んでみましょう)

■ Example 1 (例文1)

Dear Mr. Pendleton:

With reference to your order for a Nashito camcorder, we are in receipt of your check and are returning the same.

I beg to inform you that, as a manufacturer, our company sells camcorders to dealers only. In compliance with our wholesale agreement, we deem it best to refrain from direct business with private consumers.

For your information, there are many retailers in your vicinity who carry Nashito camcorders. Attached, please find a list of said dealers.

Hoping your understand.

Yours truly,

■ Example 2 (例文2)

Dear Mr. Pendleton:

We have received your order for a Nashito camcorder but, unfortunately, must return your check.

As a manufacturer, we sell only to dealers, with whom we have very clear wholesale agreements.

Nevertheless, we sincerely appreciate your interest in Nashito products. We are therefore enclosing a list of retailers in your community who carry a full line of our camcorders. Any one of them will be happy to serve you.

Sincerely yours,

C. Comprehension Questions (理解度のチェック)

1. What did Mr. Pendleton want to order?
2. Why did the manufacturer return Mr. Pendleton's check?
3. How did the manufacturer try to assist Mr. Pendleton's needs?

D. Discussion Questions (ディスカッション問題)

1. Which letter version do you think is better? Why?
2. If you were Mr. Pendleton, how would you react to Version 1 of the letter above?
3. Why was it important for the manufacturer to respond to Mr. Pendleton?

E. Practice(練習問題)

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,