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Coffee Break

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Coffee Break

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第1章 挨拶 (あいさつ)

Chapter 1 Greetings

1. 自己紹介をする Introducing yourself

基本会話

マクドナルド：パトリック＝マクドナルドと申します。どうぞよろしくお願い
いたします。

葉山：葉山です。こちらこそ、どうぞよろしく。

戦略表現

1 初めて会った時の決まり文句

Meeting someone for the first time

- ① 初めまして。
- ② 加藤と申します。
- ③ 浅野です。
- ④ デイビッド＝デイクソンと申します。
- ⑤ デイブと呼んでください。
- ⑥ よろしくお願いいたします。
- ⑦ どうぞよろしく。㊦



2 社内の人に自己紹介をする

Introducing yourself to members of your in-group

- ① この度、こちらにお世話になることになりましたマクドナルドと申します。
- ② 今度こちらに配属された菊池です。
- ③ これから一生懸命頑張りますので、よろしくお願いいたします。
- ④ 研究室のクリスチーナ＝マルタンです。フランスからまいりました。
- ⑤ マイク＝ジョーンズです。出身はアメリカです。日本語はあまり上手じゃありませんが、これから頑張りますのでよろしくお願いします。

Notes

決まり文句 a set expression、いたす＝(Hu)する、こちら＝(Hu)こっち、この度＝(Fo)今度 this time、
配属する assign、一生懸命 as hard as one can、頑張る do one's best、まいる＝(Hu)来る

3 社外の人に自己紹介する

Introducing yourself to members of your out-group

- ① 日本国際通商営業 3 課の原田です。 ② 日本株式会社営業 1 課の加藤と申します。
- ③ ADF からまいりましたバク＝ミヨンと申します。
- ④ この度、御社担当になりました石井と申します。

4 名乗るが遅くなった時の決まり文句

When you were late in introducing yourself

- ① 申し遅れましたが、坪内と申します。
- ② すみません。遅くなりましたが、私、営業 2 課の田辺と申します。

5 名刺を持っていない時の決まり文句

When you don't have a business card

- ① 申しわけありませんが、ただ今名刺をきらしておまして……。
- ② 申しわけございません。ちょっと名刺が見あたりませんので。

COFFEE BREAK

「希望の部署に配属になるとは限らない日本企業」

一度入社したら、定年になるまで同じ会社に勤めるのが、一般的な日本人サラリーマン（最近は徐々に変わつつありますが）。

とすると、一つの会社の中で、いろいろな経験をしてもらって育てていくというのが会社側の発想になってきます。

ですから、日本企業では、新入社員がすぐに希望の部署に配属されるとは限りません。慣れない仕事をするのも勉強のうちと考えて頑張るのが、「いい社員」と考えられているようです。



Notes

営業部 Sales Dept.、国際 international、～通商 Trading Comp.、御社 your company、～を担当する take charge of、申し遅れる apologize for not having told you this sooner、名刺 business card、きらす run out of