

復習【Review】

1

You are Mr.Smith of ABC Corporation. You take a phone call from Yamakawa Trading. It was a call for your co-worker Ms.Sato but, unfortunately, Ms.Sato is not in the office. You take a message for her.

Mr.Smith : _____ 1 _____、ABC商事 _____ 2 _____。

Yamakawa Trading : 山川物産の中川と申しますが、佐藤さんはいらっしゃいますか。

Mr.Smith : _____ 3 _____。佐藤は _____ 4 _____。

Yamakawa Trading : そうですか。では、今からファックスを送りますので、佐藤さんにおわたしいただけますか。

Mr.Smith : はい、 _____ 5 _____。

2

You are Ms.Yan of ABC Corporation. Your superior, Section Manager, Mr.Watanabe, asks you to give a presentation on a new product at a client's company. You humbly accept the opportunity.

Mr.Watanabe : ヤンさん、ちょっと。

Ms.Yan : はい、 _____ 1 _____。

Mr.Watanabe : 来週、みどり銀行さんで新商品のプレゼン、してくれないかな。

Ms.Yan : はい、 _____ 2 _____。

Mr.Watanabe : ああ、助かるよ。ありがとう。

ことわ
断る

Declining

24 ● すみません

25 ● 実は

26 ● 今日はちょっと

27 ● 結構です

28 ● ゴルフは苦手なんです

25

24 すみません

ヤンさんと上司が話しています。

ヤンさんはどんな仕事を頼まれましたか。



Dialogue

上司：ヤンさん。

ヤン：はい。

上司：悪いけど、明日の会議の資料、コピーしてくれる？ -p

ヤン：はい。

上司：それから、明日は議事録をとってほしいんだけど。 -p

ヤン：すみません。明日は大阪出張なんですが。

上司：あ、そうだったね。 -p

じゃあ、議事録は他の人に頼もう。 -p

ヤンさんはどんな仕事を頼まれましたか。

1. 資料のコピー

2. 会議の記録

3. 大阪出張

Vocabulary

会議 meeting 資料 documents 議事録 minutes

議事録をとる take the minutes 出張 business trip

English

Ms. Yan is talking to her superior.

What kind of job was Ms. Yan asked to do?

Superior : Ms. Yan?

Ms. Yan : Yes?

Superior : Sorry to trouble you, but could you make copies of the documents for tomorrow's meeting?

Ms. Yan : All right.

Superior : And, I'd also like you to take the minutes of the meeting.

Ms. Yan : I'm sorry. I have a business trip to Osaka tomorrow.

Superior : Oh yes, that's right. I'll ask someone else to take the minutes.

What kind of job was Ms. Yan asked to do?

1. making copies of the documents
2. taking the minutes of the meeting
3. business trip to Osaka

Expressions

悪いけど I'm sorry to trouble you, but...

See scene 20.

議事録をとってほしいんだけど I'd like you to take the minutes of the meeting

When asking somebody to carry out a task, the expression “ほしいんですけど” is used after the *te*-form of a verb. For example, “あしたのかいぎにしゅっせきしてほしいんですけど” (“I like you to attend tomorrow's meeting”) and “このしょるい、えいごにやくしてほしいんですけど” (“I like you to translate this into English”).

すみません I'm sorry

“すみません” is used in the dialogue to express an apology because Ms. Yan can not fulfill the request. See page 131.

大阪出張なんですが I have a business trip to Osaka

In the dialogue Ms. Yan declines the request because she has to go on a business trip to Osaka the next day. However, she does not finish the sentence. She says, “おおさかしゅっちょうなんですが” and leaves “できません” (“I can not do it”) unsaid. By doing so, she softens the tone of her words. Another way of saying “おおさかしゅっちょうなんですが” is “おおさかにしゅっちょうするんですが”.

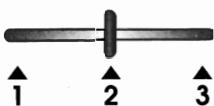
Drill

例：明日、大阪出張 → すみません。明日は大阪出張なんですが。

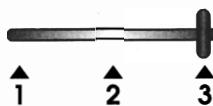
- ① 来週、中国出張
- ② あさって、パソコンの講習会
- ③ 明日、みどり銀行を訪問する予定

Formal vs. Informal

すみません



ごめん



26

25 実は

ヤンさんが上司と話しています。

ヤンさんはいつ会社を出ますか。



Dialogue

上司：ヤンさん、もう帰りますか。

ヤン：はい。何でしようか。

上司：さっきアメリカからファックスが届いたんで、
ちょっと内容を確認してほしいんだけど。 -p

ヤン：今からですか。

上司：何かある？ -p

ヤン：実は、人と会うことになっていまして……
6時半ごろまでなら大丈夫ですが。

上司：そうか。 -p じゃあ、それまで、ということで。

ヤン：はい。すみません。

ヤンさんはいつ会社を出ますか。

1. 今すぐ 2. ファックスを受け取った後 3. 6時半ごろ

Vocabulary

上司	superior	ファックス	fax	内容	contents, details	確認	check, confirm
大丈夫	all right						

English

Ms.Yan is talking with her superior.

When will Ms.Yan leave the office?

Superior : Ms.Yan, are you leaving any time soon?

Ms.Yan : Yes. What is it?

Superior : I just received a fax from the US, and I'd like you to check the details.

Ms.Yan : Now?

Superior : Do you have any other plans?

Ms.Yan : Well actually, I'm meeting someone ... but I could stay until around six thirty.

Superior : I see. Well, < until six thirty,> then.

Ms.Yan : All right. I'm sorry.

When will Ms.Yan leave the office ?

1. immediately 2. after she receives the fax 3. around six thirty

Expressions

かくにん 確認してほしいんだけど I'd like you to check the details

See scene 24.

いま 今からですか Now?

A request or an invitation can be rejected without saying “no” directly; the speaker’s hesitation to accept an invitation can be suggested. For example, when asked “あした、ゴルフにいきませんか?” (“Would you like to go to play golf tomorrow?”), the inconvenience of the timing can be suggested by saying “あしたですか?” (“Tomorrow..?”). On the other hand, “ゴルフですか...?” (“Playing golf..?”), suggests a reluctance to play golf, rather than a timing problem.

じつ 実は Actually...

This expression is used to explain reasons or situations, which are not very easy to talk about, or have been kept secret for a while. For example, “じつは、らいねんけっこんするんです” (“To tell the truth, I am getting married next year”).

会うことになっていまして I am meeting (someone)

The expression “ことになっています” (“It’s been decided that....”) is used to explain a schedule or plan which has been already decided. However, the expression sounds very bold if used as a rejection, so the form of the expression is changed to “ことになっていまして...” making the rejection more polite.

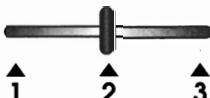
Drill

例：人と会う → 実は、人と会うことになっていまして……。

- ① 転勤する ② 単身赴任をする ③ 出張に行く

Formal vs. Informal

人と会うことになっていまして……



人と会うことになってて……



(27)

きょう 26 今日はちょっと

ヤンさんが同じ会社の男の人と話しています。
男の人はどうしてヤンさんを誘っていますか。



Dialogue

どうりょう 同僚：ヤンさん、今日、給料日ですね。

ヤン：あ、そうですね。

どうりょう 同僚：帰りに一杯どうですか。この間の店で。 -p

ヤン：今日はちょっと……。

どうりょう 同僚：冷たいなあ。 -p 一杯ぐらいつきあってくださいよ。

ヤン：残念ですが、今日は……。

どうりょう 同僚：そうですか。今日だから誘ったのに。 -p

ヤン：すみません。また今度誘ってください。

男の人はどうしてヤンさんを誘っていますか。

1. いっしょに帰りたいから
2. いい店を紹介したいから
3. 給料日だから

Vocabulary

きゅうりょう び 給料日 payday つめ 冷たい cold-shoulder つきあう keep company

English

Ms. Yan is talking with a male co-worker.

Why is he inviting Ms. Yan out?

Co-worker : Ms. Yan, it's payday today, isn't it?

Ms. Yan : Oh yes, it is.

Co-worker : Right. (I was wondering,) would you like to go for a drink after work?

At the place we went to the other day.

Ms. Yan : Well, (I have other plans) today.

Co-worker : <Don't be so cold.> Keep me company, for one drink ?

Ms. Yan : I'd like to but..., I really can't today.

Co-worker : I see. I asked you today, <because it's payday>.

Ms. Yan : I'm sorry. Please ask me some other time.

Why is he inviting Ms. Yan out?

1. because he wanted to go home with her
2. because he wanted to show her a nice restaurant
3. because it was payday

Expressions

一杯どうですか Would you like to go for a drink?

In the dialogue, this expression is used to invite Ms. Yan to go out for a drink. “いっぱい” (“one cup”) means an alcoholic drink, in this case, “いかがですか” is more polite than “どうですか”.

今日はちょっと (I have other plans) today

Invitations or recommendations can be rejected politely by saying “～はちょっと…”, without giving a reason. For example : “カラオケはちょっと…” and “すしはちょっと…” spoken with a hesitant tone.

残念ですが I'd like to but...,

In the dialogue, Ms. Yan says, “ざんねんですが”, expressing her disappointment at being unable to join the man in a drink. This expression is often used to reject an invitation kindly.

また今度誘ってください Please invite me again next time

Ms. Yan says this in the dialogue because she turns down the invitation, but does not want to hurt the man's feelings.

Drill

例：今日 → 今日はちょっと……。

① 明日

② 週末

③ さしみ

Coffee Break つきあい

[Association of Employees]

Q : I was surprised to be invited to go drinking after work, and to find that the company organizes other recreational trips. Are these activities unique to my company?

A : The situation is similar in other companies. Firms in Japan adopt a ‘life-time-employment’ system, and in consequence a feeling of solidarity among employees is nurtured right through to retirement. Family-to-family relationships are not unusual among such employees. However, company employment structures and the attitudes of young employees have been changing recently. The number of people who regard their private lives away from the office as their first priority, is increasing.

28

27 結構です

ヤンさんがレストランで同じ会社の男の人と話しています。

ヤンさんはどうしてお酒を断わりましたか。



Dialogue

同僚：ヤンさん、飲んでますか。

ヤン：はい。十分いただいています。

同僚：じゃあ、もう一杯。 -p

ヤン：いえ、もう……。

同僚：そう言わずに。今日はプロジェクト成功のお祝いなんですから。

ヤン：たくさんいただきましたから。もう、結構です。

同僚：そう？ -p じゃあ、お茶にしますか。

ヤン：すみません。ありがとうございます。

ヤンさんはどうしてお酒を断わりましたか。

1. お茶が好きだから 2. プロジェクトがつまらなかったから

3. もう十分飲んだから

Vocabulary

十分 plenty プロジェクト project 成功 success

(お)祝い celebration (polite form)

English

Ms. Yan is talking with a co-worker at a restaurant.

Why did Ms. Yan decline the drink?

Co-worker : Ms. Yan, are you getting enough to drink?

Ms. Yan : Yes. I've had plenty.

Co-worker : Well then, have another.

Ms. Yan : Umm.....no, thank you.

Co-worker : <Oh, come on. >Today's a celebration of the success of our project.

Ms. Yan : (No, really.) I've had enough. I'm fine.

Co-worker : Really? Would you like some tea, then?

Ms. Yan : <Yes I would, > thank you.

Why did Ms. Yan decline the drink?

1. because she likes tea
2. because she did not think the project was interesting
3. because she'd had enough to drink

Expressions

いえ、もう…… No, thank you

Expressions such as “じゅうぶんいただきました” (“I've had enough”) and “けっこうです” (“no more, please”) are implied by this phrase, but are left unspoken. By not voicing these expressions, thus leaving some ambiguity in the phrase, Ms. Yan rejects the offer politely.

もう結構です No, thank you

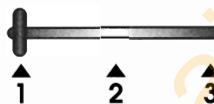
“いえ、もう……” appears insufficient to reject the offer, so Ms. Yan makes her message clear by saying “けっこうです”. This should be used with a gentle tone of voice.

お茶にしますか You prefer tea, don't you?

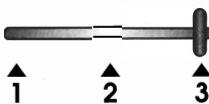
The expression “～にしますか” is used when asking a person what they would like in a case where you already know their preference. When speaking to a person who does not like tea, you can say “コーヒーにしますか”.

|Formal vs. Informal

もう結構です



もういい



Coffee Break お酌 (おしゃく)

[Pouring Someone's Drink]

Q : When out drinking in Japan what surprised me was that even though they are co-workers, the women in a group pour the drinks for the men. Why do they do this?

A : In Japan there are a lot of women who pour drinks for men but, men also pour drinks for women and for other men. Rather than drinking at your own pace and refilling it yourself, when the level in your glass goes down, somebody will fill it up for you. This is one form of consideration shown to companions.

28 ゴルフは苦手なんです

スミスさんが同じ会社の男の人と話しています。

スミスさんはなぜゴルフに行きませんか。



Dialogue

同僚：スミスさん、今週の土曜日、時間ありますか。

スミス：今週の土曜。 -p 何ですか。

同僚：ゴルフコンペがあるんです。

で、ぜひ、スミスさんにも来てほしいと思って。 -p

スミス：ゴルフは苦手んですよ。見るのは好きなんんですけど。

同僚：そう言わずには、お願いしますよ。

スミス：実は、やったことがないんですよ。

同僚：え？ 本当ですか。

スミス：これから練習しようと思っています。

スミスさんはなぜゴルフに行きませんか。

1. ゴルフを見るのが嫌いだから
2. ゴルフをしたことがないから
3. ゴルフを練習する予定があるから

Vocabulary

コンペ competition 予定 plan

English

Mr.Smith is talking with a male co-worker.

Why won't Mr.Smith go to the golf competition?

Co-worker : Mr.Smith, do you have some free time this Saturday?

Mr.Smith : This Saturday? Why?

Co-worker : We're having a golf competition. I was hoping you'd come.

Mr.Smith : I'm not very good at golf. I like to watch, though.

Co-worker : Don't say that. < Please come! >

Mr.Smith : To tell you the truth, I've never played golf.

Co-worker : Really? (Is that so?)

Mr.Smith : I plan to start learning, though.

Why won't Mr.Smith go to the golf competition?

1. because he doesn't like to watch golf
2. because he has never played golf before
3. because he has plans to take golf lessons

Expressions

ぜひ (Please) do (come/eat/etc.)

This expression is used when emphasizing an invitation. For example, “こんどのパーティーにぜひきてください” (“Please do come to the upcoming party”) or “ぜひいちらど、うちにあそびにきてください” (“Please do come to our house”).

ゴルフは苦手なんです にがて I am not good at golf

The expression “～はにがてなんです” can be used to reject someone’s offer. For example, if asked to try *sashimi* but it is not to your taste, say “すみません、さしみはにがてなんです” (“I am sorry, but I don’t really like *sashimi*”) is appropriate.

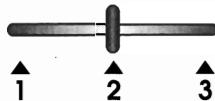
Drill

例：ゴルフ → ゴルフは苦手なんです。にがて

- ① 日本酒 にほんしゅ
- ② 辛い料理 からいりょうり
- ③ カラオケ

Formal vs. Informal

苦手なんです にがて



苦手なんだ にがて



復習【Review】

1

You are Ms.Yan of ABC Corporation. You are suddenly informed by your Section Manager, Mr.Watanabe, that he wants you to go on a business trip from the day after tomorrow until the following week. However, you have to attend a friend's wedding on the weekend and so you refuse.

Mr.Watanabe : ヤンさん。

Ms.Yan : _____ 1 _____。

Mr.Watanabe : 急で悪いんだけど、あさってから日曜日まで大阪支店
に出張してもらえないかな。

Ms.Yan : すみません。_____ 2 _____、今週末_____ 3 _____。

Mr.Watanabe : そうか。それじゃ、行けないね。

Ms.Yan : 申し訳ありません。

2

You are Ms.Yan of ABC Corporation. You were encouraged by Section Manager, Mr.Watanabe to sing *Karaoke* at the company end of year party. However, you didn't want to sing and so you refused. He encourages you again and you finally admit to him that you are not very good at *Karaoke*.

Mr.Watanabe : ヤンさんも、1曲、歌ってくださいよ。

Ms.Yan : カラオケは_____ 1 _____。

Mr.Watanabe : そう言わずに。英語でもいいですから。

Ms.Yan : 実は_____ 2 _____。

Mr.Watanabe : そうですか。

そ う だ ん
相談する
Asking for Advice

- 29 ● 席はどうしましょうか
- 30 ● いかがいたしましょうか
- 31 ● ご相談したいことがあるんですが

30

29 席はどうしましょうか

スミスさんと同じ会社の女の人が会議の席について話しています。

スミスさんの席はどこになりますか。



スミス 同僚

Dialogue

スミス：今日の会議ですが、席はどうしましょうか。

同僚：先方は窓側に座ってもらいましょう。

スミス：で、私は？ -p

同僚：スミスさんは、もちろんドアのそばよ。 -p -m

スミス：今日の会議は録音するんですよね。

同僚：ええ。

スミス：あの会議室はコンセントが真ん中にあって、

はしでは操作ができないんですけど。

同僚：ああ、そうね。 -p -m

じゃ、スミスさんは真ん中に。 -p

スミスさんの席はどこになりますか。

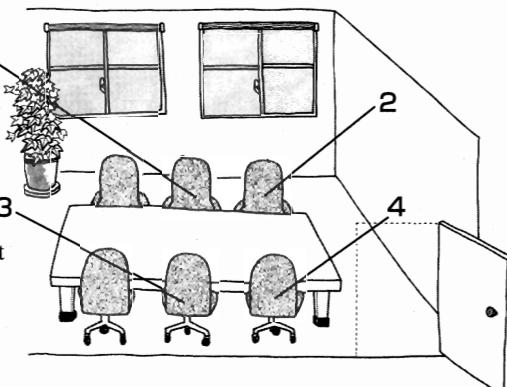
Vocabulary

会議 meeting 席 seat, seating arrangement

～側 ~side 録音する record

会議室 conference room コンセント outlet

はし the end of~ 操作 operation



English

Mr.Smith is discussing seating arrangements for a meeting with a female co-worker.

Where will Mr.Smith sit?

Mr.Smith : About today's meeting, what shall we do about the seating arrangements?

Co-worker : Let's have the clients sit by the window.

Mr.Smith : < And where shall I sit? >

Co-worker : You'll sit near the door, of course.

Mr.Smith : We are going to record today's meeting on tape, aren't we?

Co-worker : Yes.

Mr.Smith : The outlet in the conference room is at the center of the room. I won't be able to work the tape recorder if I sit at the end of the table.

Co-worker : I see. Then, Mr.Smith, you sit in the middle.

Where will Mr.Smith sit?