

Part 7 手紙、メール

学習
内容

音声サポートを使って手紙（メール）を読みます。

Part 7 の題材になる様々な文書の内、「手紙、メール」を学習します。
音声サポートを使って文書を読む「読み聞かせメソッド」を用いて練習します。

Part 7 問題概要

問題数：54 問

1 つもしくは複数の文書に関する質問に対して、4 つの選択肢から最も適切な答えを選ぶ問題。
1 つの文書（シングルパッセージ）に関する問題は 29 問、複数の文書（マルチプルパッセージ）に関する問題は 25 問出題される。

Part 7 出題傾向

問題形式別出題割合

シングルパッセージ 29 問

10 問

15 問

ダブルパッセージ トリプルパッセージ

例題

<印刷されている問題文の例（シングルパッセージ）>

Interoffice memorandum

To: All employees **Subject:** Work Days
From: Gerald Freed **Date:** December 4th, 2012

HIGH PRIORITY

Since we were unable to work during the snowstorm last Friday, I must ask you all to come to work this Saturday (12/8). Working hours will be the same as your usual shift. If there are any conflicts, please let me know immediately. As you know, we have a very tight schedule and must finish our project before the holidays. I very much appreciate your cooperation and I'm sorry for the inconvenience.

Thank you,
Gerald Freed, President

147. Who wrote this memorandum?

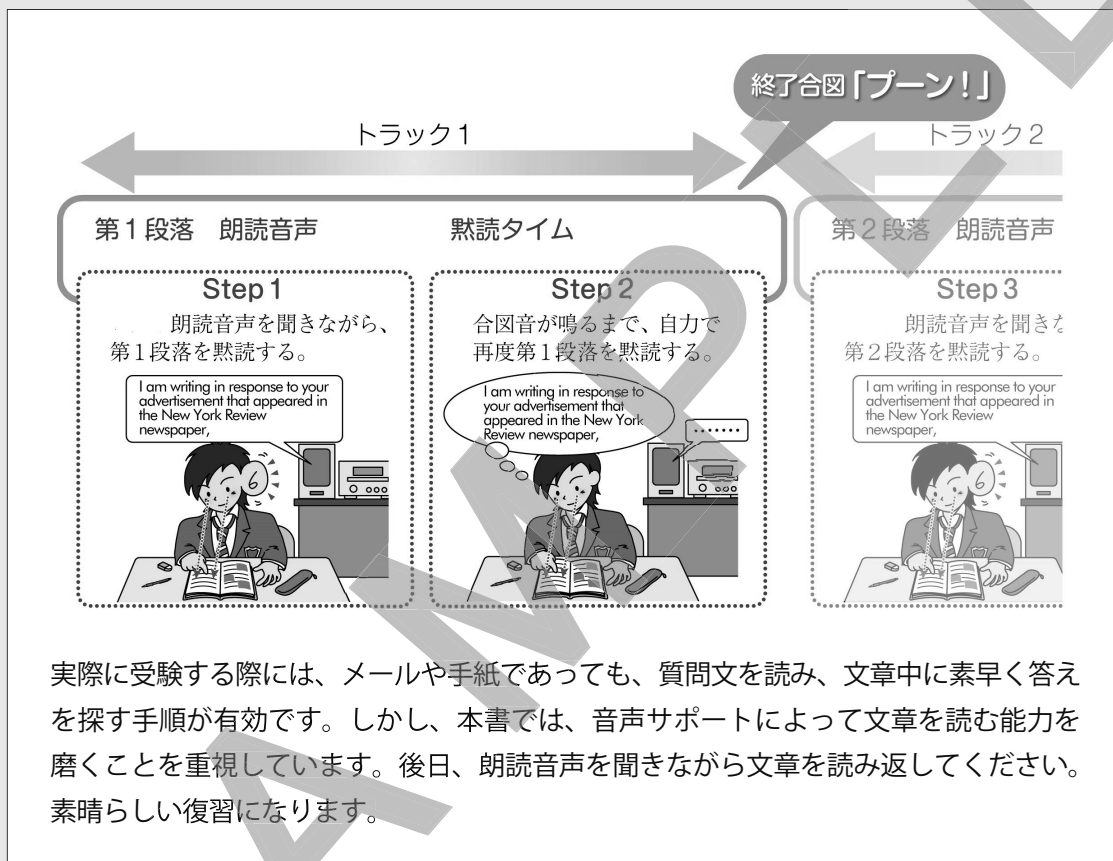
- (A) An employee
- (B) A personnel director
- (C) A president
- (D) A lawyer

148. Why are they going to work on Saturday?

- (A) Because they have a flexible schedule.
- (B) Because they should make up for one day.
- (C) Because they are short of workers.
- (D) Because their business isn't going well.

読み聞かせメソッド

収録された朗読音声を使って文章を読む方法です。数回繰り返すうちに、文章を読むことに慣れていきます。単語力を増強することと並行して進めると効果的です。



Step

1

次の段落を読み聞かせメソッドで読みましょう。



60

To : All Matrix Department Store Kitchenware Department Employees
From : Doug Kelley
Subject : Sharing insights from the Retail Merchandisers Conference

I recently attended the Retail Merchandisers Conference and participated in an interesting seminar on product display trends and practices. I learned how to properly display items to catch our customers' attention, how to stock shelves by color and height and how to conduct in-store demonstrations of our products. I'd like to implement some of these ideas in Kitchenware.

1～12は本ユニットに使われている問題文です。各文を訳してみましよう。

1. Who most likely is Doug Kelly?

2. What will Frank Miller talk about?

3. When will employee performance evaluations take place?

4. What is the purpose of the letter?

5. What is NOT true about Mr. Patterson?

6. What will Mr. Parks receive with the letter?

7. What does Mr. Patterson ask Mr. Parks to do?

8. What is the purpose of the first email message?

9. What does Mr. Barnes request?

10. In the first e-mail, the word “rectify” in line 9 is closest in meaning to:

11. What is included in the second email message?

12. How soon can Mr. Barnes expect the next shipment?

Step
3

【TOEIC Practice Questions】

◎ 読み聞かせメソッドで文章を読み、各質問に対する最も適切な答えを A~D より選んで下さい。

Questions 1-3 refer to the following e-mail.



To: All Matrix Department Store Kitchenware Department Employees

From: Doug Kelley

Subject: Sharing insights from the Retail Merchandisers Conference

I recently attended the Retail Merchandisers Conference and participated in an interesting seminar on product display trends and practices. I learned how to properly display items to catch our customers' attention, how to stock shelves by color and height and how to conduct in-store demonstrations of our products. I'd like to implement some of these ideas in Kitchenware.

To that end, I've asked the seminar speaker, Frank Miller, who also works for the Retailers Association, to visit us to share his best tips and advice on all of the above. I've scheduled this visit for Monday, October 12th at 8:30 a.m. in breakroom C. Since this visit would overlap with some employee performance evaluations, I've requested that Human Resources move those scheduled for an evaluation then to the following day (Tuesday). HR will provide more details to the relevant employees by the end of this week.

Thanks,
Doug

1. Who most likely is Doug Kelly?
 - (A) A representative of the Retailers Association
 - (B) The manager of the Kitchenware Department
 - (C) A reporter writing about Matrix Department Store
 - (D) The head of Human Resources
2. What will Frank Miller talk about?
 - (A) Trends in kitchenware design
 - (B) Tips and advice on customer service
 - (C) Displaying and demonstrating products
 - (D) The history of the Retailers Association
3. When will employee performance evaluations take place?
 - (A) On October 12th
 - (B) This Friday
 - (C) Next Monday
 - (D) On October 13th

Questions 4-7 refer to the following letter.



May 18

Dwight Parks, Human Resources Director
Hallsworth and Thomason
6277 Southwest 34th Avenue Suite #150
Dobbs Valley, KS 62967

Dear Mr. Parks,

My name is Xavier Patterson and I am a **graphic designer** who has worked in Detroit for the past ten years. I am now writing to **inquire if there are any openings** in the design department of your company.

I was born in Dobbs Valley and **plan to return there** this summer because I want to live closer to my relatives. I am **especially interested** in Hallsworth and Thomason because it has an excellent reputation for **employee satisfaction**. Furthermore, I have been working for another publisher, so **already know** many of the details of book design. I think my skills would make me a **valuable addition** to your team.

I have enclosed my **resume and a letter of recommendation** from my current supervisor. Please contact me at the **phone number** on my resume to schedule an interview. I look forward to **meeting you in person**.

Sincerely,
Xavier Patterson

4. What is the purpose of the letter?

- (A) To recommend an employee
- (B) To request employment
- (C) To publish a book
- (D) To ask for a promotion

6. What will Mr. Parks receive with the letter?

- (A) A resume
- (B) A book design
- (C) An application form
- (D) A link to a website

5. What is NOT true about Mr. Patterson?

- (A) He works for a publisher.
- (B) He just graduated from college.
- (C) His family lives in Dobbs Valley.
- (D) He has helped to design books.

7. What does Mr. Patterson ask Mr. Parks to do?

- (A) Write a recommendation
- (B) Send an e-mail
- (C) Arrange an interview
- (D) Confirm an appointment

Questions 8-12 refer to the following e-mails.



Hello,

This is Alan Barnes from Vivo Lynx, Inc. in Orlando, Florida. I recently selected a Lumbar Support Task Chair from your catalog and ordered three of those models over the phone. When the chairs were delivered to my office, I discovered that instead of three Lumbar support chairs, I received a total of thirteen office chairs, none of which were the chairs that I initially ordered to be shipped.

I need the specific chairs that I ordered for an upcoming conference, and I do not have the space to store these unwanted office chairs for very long. I will authorize payment once you rectify this situation. Please do so as soon as possible.

Thank you,

Alan Barnes
Vivo Lynx, Inc.

Dear Mr. Barnes,

We at Office Chair Supply sincerely apologize for our delivery error. We take full responsibility for the mistake. Please discard the inaccurate bill. We can arrange for the unordered chairs to be picked up at your earliest convenience. Unfortunately, the Lumbar Support Task Chairs that you ordered are currently out of stock. The waiting time for these chairs is approximately ten to fourteen days from today. We will contact you in a few days with the exact delivery date.

Sincerely,
Office Chair Supply

8. What is the purpose of the first email message?
- (A) To complain about a mishandled order
 - (B) To arrange for a delivery to a conference
 - (C) To place an order for thirteen office chairs
 - (D) To report the damaging of merchandise
9. What does Mr. Barnes request?
- (A) That the company refund his money
 - (B) That the company send him thirteen office chairs
 - (C) That the company provide a discount
 - (D) That the company send Lumbar Support Task Chairs
10. In the first e-mail, the word "rectify" in line 9 is closest in meaning to:
- (A) notice
 - (B) deny
 - (C) understand
 - (D) correct
11. What is included in the second email message?
- (A) A request for full payment from Mr. Barnes
 - (B) Instructions about what to do with the damaged chairs
 - (C) An estimate for the delivery of Mr. Barnes' order
 - (D) An explanation of the cause of the mistake
12. How soon can Mr. Barnes expect the next shipment?
- (A) At his earliest convenience
 - (B) Within a few days
 - (C) Within a week
 - (D) Within two weeks