

## UNIT 2

## 基礎問題

## Listening for Part 1 〈2人の動作, 位置問題〉

## 解法のヒント

1人の写真と同様, 2人の写真の場合も「動作」に関しては現在進行形の文型で表現されています。2人の写真問題の聞き取りで大切なのは, どちらの人物がどのような動作をしているか判断することです。2人の位置関係や, 男女の区別もしっかり把握して答えましょう。

## STEP 1

CD 05 CD1-05

CDを聞いて, 空欄を補充しなさい。

- The two men are ( ) circles around each other.
- The two men are ( ) to each other.
- The two men are ( ) black suits.
- The two men are ( ) down the street side by side.
- The two men are ( ) dinner at the table.
- One man is ( ) with his legs crossed.
- One man is ( ) up with the other.
- One man is ( ) the other.
- One man is ( ) his plan to the other.
- One man is ( ) a gift from the other.

## STEP 2

CD 06 CD1-06

次の写真を見て, CDの内容が写真の内容と同じであればT, 異なればFを記入しなさい。



- ( )
- ( )
- ( )
- ( )
- ( )
- ( )
- ( )
- ( )

## STEP 3

CD 07 CD1-07

CDを聞いて, 写真の描写として最も適切なものを選びマークしなさい。



- (A) (B) (C) (D)



- (A) (B) (C) (D)

## Tips on your study 「make + 名詞」

「make + 名詞」は, 誰かが何かをするという意味で, よく使われるイディオムです。

- |                                |  |
|--------------------------------|--|
| 例: Anyone can make a mistake.  | I can't make a decision yet.                     |
| I need to make a phone call.   | He made no attempt to apologize for it.          |
| You should make more effort.   | I would like to make a suggestion.               |
| We'd like to make some points. | The police were called but no arrests were made. |
| Stop making jokes!             | I suppose we should make a start for this plan.  |

## Reading for Part 6 〈Office Memo に関する問題〉

### 解法のヒント

この Unit では社内メモが題材となっています。社員に対する通知・報告・連絡、命令・依頼文書を読む練習です。受動態の構文などフォーマルな文体に慣れるようにしましょう。さらに、英字新聞のように、Who (誰から誰宛か)、What (用件)、When (いつ)、Where (何処で)、Why (理由・目的)、How (方法) など5W1Hの情報を読み取るようにしましょう。

### STEP 1

以下の文章について All employees を主語にして、advise, require, request, remind などを用いた受動態の表現に書き換えなさい。

1. Please come to the office 30 minutes early during summer.

\_\_\_\_\_

2. Don't forget to turn off the air conditioners and lights when not in use.

\_\_\_\_\_

3. Smoke only in the designated areas.

\_\_\_\_\_

4. Be sure to get an annual check-up.

\_\_\_\_\_

5. Use e-mail as often as possible instead of making phone calls.

\_\_\_\_\_

### STEP 2

A. STEP 3 のメモに関して、次の情報を読み取りなさい。

1. 誰宛か：
2. 用件：
3. いつから、どこで：
4. 2 の理由：

B. 次のビジネス文書の頻出語について、日本語は英語に、英語は日本語に訳しなさい。

- |                                    |                        |
|------------------------------------|------------------------|
| 1. 社長 ( )                          | 2. CEO ( )             |
| 3. 部長 ( )                          | 4. all employees ( )   |
| 5. 部 ( )                           | 6. section ( )         |
| 7. 人事部 ( )                         | 8. accounting ( )      |
| 9. marketing ( )                   | 10. sales ( )          |
| 11. general affairs department ( ) | 12. notify, inform ( ) |

### STEP 3

次の Office Memo を読んで、( ) 内に当てはまるものを選び、マークしなさい。

**Date:**

**To:** All employees

**From:** General Affairs Manager

**Subject:** Summer time schedule, etc.

Although the proposed summertime law did not pass through the Diet, we would like to adopt the summer working hours at our office as part of our measures for energy-saving and cost reduction. ( ) on June 1, all employees are

1. (A) Effect
- (B) Effects
- (C) Effective
- (D) Effectuate  (A)  (B)  (C)  (D)

requested to come to the office 30 minutes early during summer, except for those commuting over long distances.

Given the recent rise in energy prices and the ( ) hike in utility costs, 30

2. (A) subcultural
- (B) subsequent
- (C) subsided
- (D) subsidized  (A)  (B)  (C)  (D)

minutes of work in the morning means 30 minutes less overtime work at night, thus helping to reduce energy costs.

Furthermore, all employees are ( ) to turn off the air conditioners and

3. (A) recalled
- (B) remembered
- (C) reminded
- (D) remounted  (A)  (B)  (C)  (D)

lights when they are not in use. Recently I noticed that some of the meeting rooms are empty with the air conditioners and lights on. Do whatever you can to cut these unnecessary costs.