

wait for
wait for
PART 6



TOEIC® テスト 860点超レベル

頻出熟語・会話表現

でる順 160

1201

can't wait for[to do]

～が[するの]が待ちきれない

- ・ I **can't wait for** summer vacation to come!
(夏休みのくるのが待ち遠しい!)
- ・ I **can't wait to** meet you on Monday at the Tokyo Trade Show.
(月曜日に東京トレードショーでお会いするのが楽しみです)

1202

take (a) leave
(of absence)

休暇をとる

- ・ I would like to **take a leave of absence** due to health problems.
(健康に問題があって休暇をとりたいのですが)

※... of absence は、特に長期にわたる休暇の場合に使う。
leave の連語 (p.337) 参照。

1203

take
responsibility for責任を担う,
(過失などの) 責任を負う

- ・ Mr. Jones will **take responsibility for** the contents of the proposal.
(提案内容についてはジョーンズ氏に責任があります)
- ・ We cannot **take responsibility for** your company's loss in this case.
(この件での御社の損失に対しては私どもは責任を負いかねます)

※「責任を担う」意味には assume, 「責任を負う」は accept も使える。過失などに対する「(法的)責任」は liability を使う。
accept liability (for) 「…に対する責任を負う」

1204

brief A on[about] B

A (人)に B (事)について要点を伝える

- ・ Ms. Saito, *in charge of* human resources will **brief** you **on** the basics of your job. ▷ (200)
(人事部の責任者の斉藤さんが、あなたの仕事の基本事項について要点をお話します)



1205

report to

～に出頭する,
〈人〉の部下[直属]である

- ・ Please **report to** Ms. Singer on Monday. She will *brief* you on your new responsibilities. ▷ (1204)
(月曜日にシンガーさんのところに行ってください。彼女があなたの新しい任務の要点を教えます)
- ・ Mr. Bruce will *be responsible for* the sales department and will **report to** Mr. Goto, Vice President. ▷ (154)
(ブルース氏は営業部の責任者となり、副社長の後藤氏の直属となります)

1206

retire (from)

～を退職する

- ・ After much thought and careful consideration, I have decided to **retire from** the business.
(よく考え慎重に考慮した結果、私は仕事をやめることを決めた)

1207

serve as

～を務める

- ・ Mr. Hill comes to us from Sun Enterprises, where he **served as** Vice President for five years.
(ヒル氏がサン・エンタープライズからわが社においでになります。彼はそちらで5年間副社長を務めました)

1208

be impressed
by[with]

～に感銘を受ける

- ・ I **was** much **impressed with** the article, which appeared in the May issue of "Home Remodeling Magazine."
(私は『ホームリモデリング・マガジン』の5月号に掲載された、その記事に大いに感銘を受けた)

1209

fill [stand] in for

代わりに務める

- ・ Will you **fill in for** me while I'm away?
(私が留守の間、代わりに務めてくれますか)

1210

be fine by[with]

〈人〉にとってけっこうだ [都合がよい]

- ・ Your suggested date of April 20 **is fine with** me.
(ご提案の4月20日は私には都合がよいです)

1211

be convenient for

～にとって都合がよい
(⇔ be inconvenient for 「～に都合が悪い」)

- ・ Could you *let us know* as soon as you can which time would **be** most **convenient for** you? ▷(43)
(どちらの時間がご都合がよいか、できるだけ早く教えていただけますか)

1212

the heart of

〈場所〉の中心部, 〈問題など〉の核心

- ・ The hotel *is located in* **the heart of** San Francisco, only 40 minutes from San Francisco International Airport. ▷(180)
(そのホテルはサンフランシスコ国際空港からわずか40分、サンフランシスコの中心部に位置している)
- ・ Planning and management is **the heart of** the project.
(企画立案と管理はプロジェクトの核心です)

1213

working day

就業日, 営業日

- ・ We shipped your order via DHL on October 3, and you should receive it within five to seven **working days**.
(10月3日にDHL便でご注文を発送しましたので、5～7営業日以内にお手元に届くでしょう)

1214

office hours

就業時間, 営業時間

- ・ If you have any questions, please *don't hesitate to* give me a call at xxx-xxxx during regular **office hours**. ▷(547)
(何かご質問がございましたら、通常の営業時間内に xxx-xxxx にお気軽にお電話ください)

※「営業時間」は business hours, 「就業時間」は working hours とも言う。

1215

up to a point

ある程度まで

- ・ I agree with you **up to a point**, but I also think that you need to consider the costs involved. ▷ (143)
 (ある程度までは賛成しますが、私は関連する経費についても考慮する必要があると思います)

※up to a certain point とすることもある。

➔ up to (10)

1216

judging by[from]

～から判断すると

- ・ **Judging from** the present sales record, we will make 15% more this year than last.
 (現在の売り上げ記録から判断すると、今年は昨年より15%売り上げを伸ばせるだろう)

1217

provided (that)

もし～ならば、～という条件で(=if)

- ・ **Provided** you can offer competitive prices, we will place orders with your company throughout the year. ▷ (240)
 (もし他社に負けない価格を提示していただければ、私どもは年間を通して御社に発注いたします)

※providing (that) も同じ意味で使う。

1218

Should you do

もし～するなら

- ・ **Should you** have any questions or require further information, please do not hesitate to contact our representatives.
 (もし何かご質問あるいは詳細情報が必要でしたら、お気軽に弊社営業マンまでご連絡ください)

※If you should do が倒置された形(ifは省略される)。疑問文ではないので注意。



1219

Enclosed is[are] A Aを同封いたします

- ・ **Enclosed is** our current summer sales catalog with the complete range of our products.

(弊社全製品の最新夏季セールスカatalogを同封いたします)

※A is[are] enclosed. の倒置形。手紙で使う表現。Enclosed please find A. とも言うが堅苦しい表現。➡ Attached is[are] ... (892)

1220

(send) ...
by separate mail 別便で(～を送る)

- ・ We have **sent** the samples, price list, and complete catalogs **by separate mail**.

(別便で見本, 価格表, 完全カATALOGをお送りいたしました)

※by return mail 「折り返し便で」

1221

send (out) A to do A(人)を～するために派遣する[行かせる]

- ・ I will **send out** a service technician tomorrow **to** see what we can do.

(明日修理の技術者を何ができるか見てみるために行かせます)

1222

be short for <名前・語など>の省略形である

- ・ What **is** JPY **short for**? — It's **short for** the Japanese Yen. (JPYは何の省略形ですか——日本円の省略形です)

➡ be[fall] short of (543), stand for (395)

1223

be of interest to <人>にとって興味がある

- ・ I have enclosed our latest catalog of products that may **be of interest to** you.

(興味をおもちかもしれない製品の弊社の最新カATALOGを同封いたしました)

1224

be appointed as

〈役職〉に任命される

- ・ We are pleased to announce that Ms. Yoko Oda has **been appointed as** Marketing Director to succeed Mr. Jake Smith.

(ジェイク・スミス氏の後任のマーケティング担当重役として、岡田よう子氏が任命されたことをお知らせいたします)

※役職が1人だけのものには冠詞をつけません。

1225

be assigned to

～に配属される

- ・ I have recently **been assigned to** our head office in Tokyo and will be leaving the United States in early March.

(先ごろ東京の本社に配属されまして、3月のはじめに合衆国を離れます)

※be assigned to do「…することを任される」

1226

be promoted to

～に昇進する

- ・ I just heard that you have **been promoted to** manager of the Sales Department. Congratulations!

(あなたが営業部の部長に昇進されたと聞いたところです。おめでとうございます!)

1227

board meeting

取締役会(の会議)

- ・ A **board meeting** is scheduled for next Monday to discuss the proposal. ▷ (76)

(その提案について話し合うため取締役会が来週の月曜日に予定されている)

※board of directors「取締役会」

1228

conference call
[phone conference]

電話会議

- ・ We would like to schedule a **conference call** with you and your staff to discuss our future collaborations.

(将来のコラボレーションについて話し合うためにあなたとあなたのスタッフとの電話会議を予定したいのですが)

1229

be hit by

〈災害など〉に**襲われる**,
〈車など〉には**ねられる**

- ・ We are really sad and shocked to hear that Japan **was hit by** an earthquake and so many people have lost their lives.
(日本が地震に**襲われ**非常に多くの人々が亡くなられたことを聞いて本当に悲しく、ショックを受けています)

1230

at your [my, our] end

そちらで[こちらで]

- ・ Please note that the bank transfer fee should be paid **at your end**.
(銀行振込の手数料は**そちらで**お支払いいただくことにご注意ください)

1231

at length

詳細に、長々と

- ・ We have discussed **at length** the issue of employee compensation.
(私たちは従業員報酬の問題について**詳細に**話し合った)

※「ついに(= eventually)」という意味もあるが、文語体。

1232

at will

自由に、意のままに

- ・ Our showroom is open seven days a week, so that customers can come in any time and look around **at will**.
(わが社のショールームは週7日開いていますので、お客様はいつでも入って、**自由**にご覧になれます)

1233

in writing

文書で、書面で

- ・ Would you please confirm **in writing** that I do not have to pay the bill?
(私とその請求書の支払いをする必要のないことを**文書**でご確認いただけますか)

※written notice「通知書」

1234

in this respect

この点で

- ・ We need to expand into overseas markets; **in this respect** we are *falling behind* our competitors. ▷ (1026)
 (わが社は海外市場に拡大する必要がある。この点でわが社は競争相手に後れをとっている)

※in some respects 「いくつかの点で」, in every respect 「あらゆる点で」

1235

in return (for)

(～への)お返しに, 見返りとして

- ・ If we can ever *be of service* to your company **in return**, please do not hesitate to contact us. ▷ (1031)
 (いつかお返しに御社にお役に立つことができましたら, お気軽にご連絡ください)

1236

purchase order

注文(書)

- ・ *Enclosed is* our **purchase order** #123 for 5 units of Food Processing Machine. ▷ (1219)
 (フードプロセッシング・マシーン5個の注文書 No. 123を同封いたします)

1237

in bulk

まとめて, 大量に

- ・ Further discounts for purchases **in bulk** is negotiable.
 (まとめでの購入の場合, さらなる値引きについては交渉に応じます)

※buy in bulk で「大口購入する」, bulk order は「大量注文」

1238

current status

現況

- ・ Here we report on the **current status** of our project.
 (われわれはここでプロジェクトの現況を報告する)

※現在の「状況・情勢」は current situation という。



1239

in ascending
[descending] order

昇順[降順]に

- ・ The prices are given **in ascending order**.
(価格は**昇順**になっています)

※in chronological[alphabetical, numerical] order「年代[アルファベット, 番号]順に」も覚えておこう。 → in order (638)

1240

for ... consecutive
hours [days, years,
seasons]

～時間[日, 年, シーズン]連続で

- ・ Mr. Sato, my replacement, has broken the company's sales record **for** three **consecutive years**.
(私の後任の佐藤氏は3**年連続**で会社の売上げ記録を破りました)

1241

touch on[upon]

〈問題など〉に言及する, 取り上げる

- ・ I read an article that **touched on** the subject of global warming.
(地球温暖化問題に**言及した**記事を読んだ)

1242

elaborate on

～を詳しく述べる

- ・ The article **elaborates on** the recent findings of the Center for Disease Control (CDC) regarding the dangers of smoking.
(その記事は, 喫煙の危険性に関して, 疾病管理センターが最近発見したことについて**詳しく述べている**)

1243

sum up

～の要点を述べる, ～を要約する

- ・ **Summing up**, I would strongly recommend that we begin investing in these areas as soon as possible.
(**要点を言えば**, できるだけ早くこれらの分野への投資を始めることを強くお勧めしたいのです)

※to sum up「要するに」(= in a word (707), in short (739))

1244

to put it simply

簡単に言えば

- ・ **To put it simply**, we don't have enough funds to invest.
(簡単に言えば、われわれには投資するための十分な資金がないのです)

※simply put とも言う。

1245

make a ^[one's] case (for)

(～の)根拠を述べる

- ・ When you apply for a job, it's important that you **make a case for** why you would be ideally suited for the position for which you are applying.
(あなたが仕事に応募する際、なぜ自分が応募している職に十分ふさわしいのか、その根拠を述べるのが大切です)

1246

get *one's* hands on

～を手に入れる

- ・ Visit our store now and **get your hands on** our wonderful furniture at the lowest prices you could ever find.
(すぐに私どものお店にアクセスして、これまでに見たことのない低価格ですばらしい家具を手に入れてください)

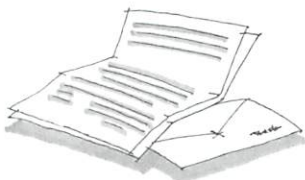
1247

be in receipt of

～を受け取る

- ・ I **am in receipt of** your letter of April 9 and regret the error on the invoice.
(4月9日のお手紙を受け取りました。請求書に誤りがあり申し訳ございません)

※receive の改まった言い方



1248

be due

(～の、～する) **予定である** (for / to do),
 (～が) **支払い[提出]期限である** (on/by)

- ・ The game **is due** for release on February 28.
 (そのゲームは2月28日に発売**予定です**)
- ・ The ship **is due** to arrive in New York as scheduled on August 27 at 7:00 am.
 (その船は予定通り8月27日午前7時にニューヨークに着く**予定です**)
- ・ Don't forget that your report **is due** by the close of business today.
 (レポートは今日の終業までが**提出期限**となっていることを忘れないで)

⇒ due to (13), in due course[time] (1118),
 due date (1306), past due (1307)

1249

respond to

〈手紙など〉に**返答する**

- ・ Thank you for your email of May 20. I am sorry to **respond to** your email so late.
 (5月20日のeメールありがとうございます。ご**返事**するのが大変遅れまして申し訳ございません)

1250

object to

～に**反対する**

- ・ I have to **object to** the plan to promote this business in overseas market.
 (海外市場でこのビジネスを進める計画には**反対**せざるを得ません)

※object to doing 「～することに反対する」

1251

proceed to

～へ**進む**

- ・ As there seem to be no questions about this report, we would like to **proceed to** the next item of business.
 (この報告書については何の問題もなさそうなので次の議案に**進み**たいのですが)
- ・ **proceed to** the next stage (次の段階へ**進む**)

※proceed to do は「次に～し始める」, proceed with は「～を続行する」**proceed with** the work (仕事を続ける)

1252

encourage A to do Aに～するよう**勧める**, **奨励する**

- ・ All employees are highly **encouraged to** attend the meeting on Friday at 3:00 p.m..
(金曜日午後3時の会議には全従業員が**ぜひ出席してください**)

1253

be committed to ～に**専心する**

- ・ We **are committed to** providing superior products at affordable prices.
(弊社は手ごろな価格で質のよい製品を提供することに**専心して**おります)

1254

be awarded (賞を)**授与される**

- ・ I just heard that you **were awarded** the Employee of the Year award, and would like to congratulate you.
(あなたが年間最優秀社員賞を**授与された**ことを聞いたばかりです。お祝いを申し上げます)

1255

urge A to do 〈人〉に～するよう**強く促す**, **説得する**

- ・ I strongly **urge** you **to** reevaluate your quality-control program in order to determine where the breakdown is occurring.
(私は、故障がどこで生じているかを特定するために品質管理プログラムを**ぜひとも再検討することを強く勧めます**)

1256

log on[in] (to) (コンピュータ[インターネット]に)**接続する**
(⇔ log off [out] 「接続を切る」)

- ・ To activate your card, simply **log on to** www.bookson.com and type in your card number.
(あなたのカードを利用可能にするために、ただ www.bookson.com に**接続して**カードの番号をタイプしてください)

1257

register for

～に[のために]登録する(=enroll)

- ・ If you **register for** the Workshop before Monday, June 18, you will receive 10% off the regular tuition.
 (もし6月18日の月曜日より前にワークショップに登録すれば通常授業料の10%を割引されます)

※register A as Bで「AをBとして登録する」register the name as a trade mark

1258

enroll in

～に登録する
(= sign up (90), register for (1257))

- ・ More than 300 people have **enrolled in** the seminar on 'Business Opportunities in Asia.'
 (「アジアにおけるビジネスチャンス」についてのセミナーに300人を超える人々が登録した)

※be enrolled in「～に登録している」の形でも使う。

1259

follow up

フォローする, ～をさらに徹底させる

- ・ Please call me, and **follow up** *in writing*, about how you intend to complete the work *on time*. ▷ (1219), (35)
 (その仕事をどのように予定通り仕上げようとしているかについてお電話を, さらに文書でフォローしてください)

※follow-up は名詞・形容詞。a **follow-up** letter「フォローアップの手紙」

1260

strive to do

～しようと努力する

- ・ We **strive to** provide you with the most efficient service, along with the highest quality products available.
 (われわれは最高品質の製品が入手できることに加えて, 最も効率のよいサービスを提供するよう努力しております)

※strive for は「～を目指して努力する」

1261

have a [one's] say

意見を言う(機会がある),
発言権がある

- ・The meeting was held at the Central Hall on Friday, where attendees were invited to **have their say** on the proposed plan.

(その会議は金曜日にセントラルホテルで開かれた。そこで出席者たちは提案された計画について**意見を述べる**よう要請された)

1262

sort out

〈問題などを**解決する**,
～を**整理する**, **区別する**

- ・I believe the error was simply a typographical error. This problem can be **sorted out** quite easily.

(そのエラーは単に誤植です。この問題はきわめて簡単に**解決**できると思います)

- ・I will contact you once everything has been **sorted out**.

(すべてが**整理**されたらすぐにご連絡します)

1263

rate A as B

A を B と評価する

- ・This model has been reviewed and **rated as** the top new system of the year by "Computer Magazine."

(このモデルは『コンピューター・マガジン』で再検討され、年間新システムのトップと**評価**された)

1264

find fault with

～のあら探しをする

- ・Our aim is not to **find fault with** your business, but to provide facts to help you improve your customer service.

(私たちの目的は御社のビジネスの**あら探し**をするのではなく、御社のカスタマーサービスを向上させるために役立つ事実を提供することです)

1265

speak highly [well] of

～のことをよく言う, 称賛する
(⇨ speak badly [ill] of 「～を悪く言う, けなす」)

- ・Because of our excellent quality, we have been **spoken highly of** by overseas customers.

(品質のよさのおかげで、弊社は海外のお客様から**称賛**されています)

1266

be equipped with～が**装備されている**,
〈技術など〉を**身につけた**

- Our plants **are equipped with** a fully automated production system.
(わが社の工場は完全に自動化された生産システムが**装備されています**)
- The Training Center staff **is equipped with** the knowledge to instruct individuals of all levels.
(トレーニングセンターのスタッフはあらゆるレベルの人たちを指導する知識を**身に付けている**)

※be equipped for は「～のための設備がある」

1267

be packed with～で**いっぱいである**,
～が**つまっている**

- The 60-minutes seminar **is packed with** information on how you can become wealthy in a very short period of time.
(その60分間のセミナーには、どうしたら非常に短期間で裕福になれるかについての情報が**つまっている**)

※pack up 「荷造りする」, a pack of は「(～の)1箱, 1包み」

1268

miss out on〈楽しみ・機会など〉を**逃す**

- Make sure that you don't **miss out on** the chance to be updated on the latest developments in the industry.
(業界の最新の発展についてアップデートする機会を**逃さない**ようにしてください)

1269

mark the beginning[end] of～の**始まり[終わり]**を告げる

- We believe that this joint project will **mark the beginning of** a very rewarding partnership for both companies.
(私たちはこの合併事業は両社にとって非常に価値ある提携の**始まりを告げる**ことになると信じます)

1270

give A directionsAに**道順を教える**

- Please call us from the station so that we can **give** you **directions** from there.

(道順をお教えしますので、駅からお電話をください)

※directions には「説明(書)」の意味もある (= instructions)

1271

impose a ban (on)

(~を)禁止する

(⇔ lift a ban (on) 「(~を)解禁する」)

- Russia will **impose a ban on** importing potato seeds from the European Union from April 1.

(4月1日からロシアは欧州連合からのジャガイモの種の輸入を**禁止する**だろう)

1272

go to extremes

極端に走る

- Any extremely long sentences should be broken into smaller pieces. Be careful not to **go to extremes**.

(非常に長い文はどれもより小さい部分に分けるほうがよいでしょう。(しかし)極端に走らないように注意なさい)

※take A to extremes で「A を極端にまで押し進める」

Friday is a casual day, but some people are **taking it to extremes**.

(金曜日はカジュアルデーですが、中にはそれを極端に推し進めている人がいます)

1273

a record [an all-time] high

過去最高値

(⇔ a record [an all-time] low 「過去最低値」)

- Our sales hit **an all-time high** of 3 million dollars due to our strong overseas operation.

(強力な海外事業のおかげで弊社の売り上げは**過去最高値**の300万ドルとなった)

※record には「最高記録」という意味もある。an all-time record で「史上最高の記録」、record level 「最高レベル」

1274

subsequent to

~に続いて (= following)

- **Subsequent to** the Board meeting, on April 4, 2013, MGL Co. and UAS entered into the Merger Agreement.

(2013年4月4日、取締役会に**続いて**、MGL社とUAS社は合併契約を結んだ)

※フォーマルな文章で使われる表現。

1275

on short notice

急に, いきなり

- Please accept my apologies for canceling our meeting **on** such **short notice**.

(急にミーティングをキャンセルいたしまして申し訳ございません)

※without notice は「予告なしに, 無断で」

1276

on display

展示[陳列]されて

- We noticed your product **on display** at the Houston Trade Fair and would like to receive more information about it.

(ヒューストントレードフェアで展示されていた御社の製品に気づきまして, もっと情報がいただきたいのですが)

※put A on display で「A を展示する」

1277

on site

現場に[で], 現地に[で]

(⇨ off site 「敷地外で, 社外で」)

- Product experts will be **on site** and available to answer your questions.

(製品のエキスパートが現場にいて, 質問にお答えできます)

※on-site 「現場[現地]の」, off-site 「敷地外の, 社外の」

1278

on the premises

建物[敷地]内で

(⇨ off the premises 「建物[敷地]外で」)

- The consumption of alcohol **on the premises** is forbidden.

(当建物内での飲酒は禁止されています)

1279

on the tip of
one's tongue〈言葉・名前など〉がのどまで出かかって,
思い出せなくて

- His name is **on the tip of my tongue**, but I just can't think of it right now.

(彼の名前はのどまで出かかっているのだが, ちょっと今思い出せない)

1280

out of place

場違いで, 本来[もと]の場所からはずれて

(⇨ in place (962))

- This is a beautiful piece of furniture, but looks a bit **out of place** in our modern home furniture.

(これは美しい家具だが、うちのモダンな家具の中では少し**場違い**に見える)

1281

(as) per～に**従って**、**応じて**(=according to (5))

・Your order was shipped by air today **as per** your instructions.

(ご注文はご指示に**従って**、本日航空便で発送しました)

1282

as things stand
[as it stands]**現状では**、**今のところ**

・**As things stand**, our limited resources do not allow us to export through overseas distributors.

(**今のところ**、わが社の限られた資源では販売業者を通じて輸出することができません)

1283

be credited to AA<人>の**功績とされる**、A<事>による**ものとされる**

・Our continued success **is credited to** our excellent customer service.

(わが社が成功を続けているのは優れたカスタマーサービスによる**ものとされている**)

※**be credited to A**「(金額が)A<口座>に振り込まれる」の意味で使うことも多い。また、**credit A with B**「A<人>にB<功績など>があると認める」の形で使う。

\$150 will **be credited to** your account shortly.

(150ドルがまもなくあなたの口座に振り込まれます)

We thank Amy and **credit her with** the great success of our company.

(私たちはエイミーに感謝します。そしてわが社の大いなる成功は彼女の功績のおかげです)

1284

coupled with AAと**相まって**、**加わって**

・The elegance of our designs **coupled with** fine workmanship should appeal to the most discerning buyer.

(すばらしい腕前と**相まって**わが社のデザインの優雅さは最高に目の肥えたバイヤーの気に入るはずです)

※**couple B with A**「AをBと結びつける」

1285

coincide with

～と**同時に起こる**,
(～の意見など)と**一致する**

- ・The inaugural issue is timed to **coincide with** the Chinese New Year (the Spring Festival).
(創刊号は中国の新年(春節)と**同時になる**ようタイミングが合わされている)

1286

clerical error

事務的なミス

- ・It might be due to oversight or some **clerical error**. Please look into it and advise me.
(それは見落とししか何らかの**事務的なミス**かもしれません。調べてお知らせください)

1287

pertaining to

～に**関連する**

- ・The company is holding a special meeting to give employees official information **pertaining to** the merger.
(会社は従業員に合併に**関連する**正式な情報を伝えるために特別の会合を開こうとしている)

1288

be authorized to do

～する**権限を与えられている**

- ・John Smith **is authorized to** represent the company in contract negotiations with TES Co.
(TES社との契約交渉ではジョン・スミスが会社を代表する**権限を与えられている**)

※authorize A to do の受け身形。

1289

be admitted to the hospital

入院する(= be hospitalized)

- ・I would like to inform you that Jiro Saito, our CEO, **was admitted to the hospital** yesterday.
(弊社 CEO の斉藤二郎が昨日**入院いたしました**ことをお知らせいたします)

※「退院する」は be discharged[released] from the hospital

1290

boost sales

[profits, etc.]

売り上げ[利益など]を伸ばす

- Robust consumer spending has **boosted sales** for the quarter well beyond our target.
(活発な個人消費がわれわれの目標をはるかに上回って四半期の売り上げを伸ばした)

1291

fiscal year

会計[営業]年度

- Our sales revenue increased 5.5% in **fiscal year** 2012 over the previous year.
(総収益は、2012年会計年度では前年より5.5%増えた)

1292

annual turnover

年間売上高[取引高]

- In the *fiscal year* 2012, the **annual turnover** amounted up to about \$50 million. ▷ (1291)
(2012年会計年度は、年間売上高が約5,000万ドルになった)

※turnoverには「離職率」という意味もある。staff turnover「社員[職員]の離職率」、high[low] turnover「高い[低い]離職率」

1293

sales promotion

販売促進

- I would like to *meet with* you to discuss the next **sales promotion** plan. ▷ (54)
(次の販売促進計画を話し合うためにお会いしたいのですが)

1294

market research

市場調査

- Effective **market research** results in increased sales and profits.
(効果的な市場調査は結果として売り上げと利益の増加になります)

1295

market penetration

市場浸透度

- We would like to request that you reduce the current prices by 5% to insure maximum **market penetration**.
(最大市場浸透度を保証するため現行の価格を5%下げてください)

1296

bull market

強気市場, 上げ相場

(⇔ bear market 「弱気市場, 下げ相場」)

- ・ How long can we expect this **bull market** to last?
(この強気市場はどのくらい続くだろうか)

1297

account[customer]
representative

顧客担当者

- ・ I would like to introduce you to Jane Marple, your new **account representative**.
(新しい顧客担当者のジェーン・マーブルをご紹介します)

1298

exclusive [sole]
agent

総代理店

- ・ If you are not being represented in Japan, would you consider us as your **exclusive agent**?
(日本に代理店をおもちでなければ, 弊社を総代理店にお考えいただけますでしょうか)

1299

cold call

売り込み電話[訪問]

- ・ She had worked as a call center operator making **cold calls** for insurance agents.
(彼女は保険会社の売り込み電話をかけるコールセンターのオペレーターとして働いていた)

※動詞としても使う。

1300

meet[fill] a quota

ノルマを果たす[達成する]

- ・ We expect that we will **meet** our sales **quota** by the end of the month.
(われわれは月末までには売り上げのノルマを達成すると思う)

※quota は「割当量, ノルマ」の意味(「ノルマ」はロシア語から)
sales[production] **quotas** (販売[製造]ノルマ)

1301

default on

〈債務などの〉履行を怠る,
〈ローン〉の返済を怠る

- ・ We have never **defaulted on** a loan or missed a mortgage payment.

(私たちはローンの返済を怠ったり、住宅ローンを払い損ねたりしたことは決してありません)

※in default (on)「(契約などが)不履行で」

1302

sell off

~を(安く)売り払う、
〈会社などを売却する

- ・ The company is going to **sell off** subsidiaries to reduce debt and focus on the core business.

(その会社は負債を減らし主要事業に集中するため子会社を売却しようとしている)

⇒ be sold out (167)

1303

clear the account

(取引)勘定を清算する

- ・ Our records show that we have neither received a reply to our letter nor remittance to **clear the account**.

(弊社の記録では手紙へのご返事も取引勘定を清算するためのご送金もいただいております)

※clear は「精算する、返済する」の意味。ほかに、clear a debt[loan]「借金[ローン]を返済する」なども覚えておこう。

1304

a lump sum payment

一括払い(方式) (⇔ installment (plan))
「分割払い(方式)」

- ・ Would you prefer to make **a lump sum payment** or pay in monthly installments?

(一括払いがよろしいでしょうか、それとも毎月の分割払いがよろしいでしょうか)

※lump sum は「一括払い(の金額)」, installment は「分割払い(の1回分)」の意味。pay a **lump sum** of \$100(100ドルを一括で払う)。

1305

cutoff date

締切日

- ・ Please confirm that the **cutoff date** for all expenses is every 25th of the month.

(すべての費用の締切日が毎月25日であることをご確認ください)

1306

due date

支払期日

・ Please keep in mind that your payment **due date** is on the 2nd of every month.

(支払期日が毎月2日だということを覚えていてください)

※due date は「出産予定日」の意味もある。 ⇨ be due (1248)

1307

past due

期限を過ぎた, 滞納の (= overdue)

・ May we call your attention to your loan payment, which is now 30 days **past due**?

(ローンのお支払いが現在30日**期限過ぎ**となっておりますのでお知らせいたします)

※past due balance「未払い残高」

1308

be in arrears

支払いが遅れている

・ We will charge you a late payment fee of 1.25% if your account **is** two months **in arrears**.

(2カ月口座のお**支払いが遅れたら**, 1.25%の支払い遅延料を請求します)

※be in arrears = be past due [overdue]

1309

collection agency

債権回収業者

・ If your payment is not received by March 1, we will turn your account over to our **collection agency**.

(3月1日までにお支払いいただければ, あなたのお勘定を**債権回収業者**に任せることになります)

1310

merge with

~と合併する

・ We are pleased to announce that Baker Inc. will **merge with** the Crown Inc. from November 1, 2013.

(2013年11月1日, バイカー株式会社はクラウン株式会社と**合併**することをお知らせします)

※*be merged with[into]*「～に合併[統合]される」の形でもよく使われる。

1311

M & A

企業合併[買収]

(= mergers and acquisitions)

- This year's seminar will provide you with the latest news and legal issues in **M & A** and **M & A** finance.
(今年のセミナーでは**企業合併**と**企業合併**ファイナンスにおける最新のニュースと法的問題を準備いたします)

1312

blue-chip company[stock]

優良企業[銘柄]

- With the stock market crash in 2008, even the **blue-chip companies** like Lehman Brothers went bankrupt.
(2008年の株式市場の暴落のためにリーマン・ブラザーズのような**優良企業**さえも倒産した)

1313

press release

プレスリリース(報道機関への発表)

- We will issue a **press release** on the launch of our new products tomorrow.
(明日弊社の新製品の発売に関する**プレスリリース**を行います)

※*press conference*「記者会見」

1314

public relations

広報(PR)

- I have considerable experience in all phases of advertising and **public relations**.
(私は宣伝と**広報**のあらゆる局面においてかなりの経験があります)

1315

contact information

連絡先, 照会先

- Please let me know your **contact information** (including email address) and I will keep you informed about our new products and services.
(メールアドレスを含む**連絡先**を教えてください。弊社の新製品やサービスを逐次お知らせいたします)

1316

terms and conditions

取引条件

- Before you buy online, make sure you read the **terms and conditions**.
(インターネットで買う前に必ず取引条件を読みなさい)

1317

volume discount

大口値引き (大量注文に対する値引き)

- Volume discounts** are available for orders of 500 or more.
(500 あるいはそれ以上の注文には大口値引きがあります)

1318

profit margin

利幅, 利益率

- Unfortunately, it would be very difficult for us to accept an additional discount because the **profit margin** on this product is very small.
(残念ながらこの製品の利幅はとても小さいので、さらなる値引きにお応えするのは大変むずかしいです)

1319

bottom line

最低値, 最終損益, (問題の) 核心

- The quoted price is our **bottom line**.
(その見積価格は弊社の最低価格です)
- The rising costs of raw materials are *adversely affecting* our **bottom line**. ▷ (1342)
(原材料価格の高騰がわが社の最終損益に悪影響を与えている)
- The **bottom line** is our *profit margin*. ▷ (1317)
(要点はわが社の利益率です)

1320

round off

〈数〉を四捨五入する,
~を締めくくる

- This figure was **rounded off** to \$150,000.
(この数字は15万ドルに四捨五入された)
- We **rounded off** the day with dinner at the hotel restaurant.
(私たちはホテルのレストランでその日を締めくくった)

*round down 「(端数を)切り捨てる」

1321

bill of lading

船荷証券 (B/L)

- Enclosed you will find the completed shipping form and **bill of lading**.

(記入済みの船積み出荷伝票と船荷証券を同封いたします)

1322

FOB price

FOB (本船渡し)価格

- We suggest that you reduce the current **FOB prices** by 5% to insure maximum *market penetration*. ▷ (1295)

(最大市場浸透度を保証するために現在のFOB (本船渡し)価格の5%引き下げを提案します)

※商品が船舶や飛行機などに荷積みされた時点での価格(FOB = Free on Board)

1323

CIF price

CIF (着港渡し)価格

- We would appreciate your sending detailed information of **CIF prices** and delivery schedule.

(CIF (着港渡し)価格、および引渡しの時期についての詳細な情報をお知らせください)

※運賃や船荷保険料を上乗せした価格(CIF = Cost, Insurance and Freight)

1324

customs clearance

通関手続き

- Our staff are hard *at work* 365 days a year, 24 hours a day to ensure speedy **customs clearance** for items from abroad.

(外国からの品々の迅速な通関手続きを確実にするために、わがスタッフは1年365日、1日24時間懸命に仕事をしている) ▷ (242)

1325

withholding tax

源泉徴収税

- 10% of the total payment will be deducted as **withholding tax**.

(支払い総額の10%は源泉徴収税として差し引かれるでしょう)

1327

research and development(企業の) **研究開発** (R & D)

- We currently have 30 first-rate scientists and engineers working in our **research and development** labs.
(わが社の**研究開発**ラボには現在 30 人の優秀な科学者と技術者がいます)

1326

take the initiative**イニシアチブ**[主導権]をとる

- We should **take the initiative** to invest in *research and development* while we have the resources. ▷ (1327)
(資源があるうちに私たちは研究開発に投資するための**イニシアチブ**をとるべきです)

1328

state-of-the-art**最先端の**

- We will be happy to show you our **state-of-the-art** sound system and its breathtaking sound it produces.
(弊社の**最先端**音響システムとそれがつくる息をのむような音をお聞かせします)

1329

cutting edge(科学技術などの) **最先端**

- WinWire is a company that has been on the **cutting edge** of the computer industry for the past 24 years.
(ウィンワイヤーは過去 24 年間コンピューター産業の**最先端**であり続ける会社です)

※cutting-edge「最先端の」

1330

energy-efficient**エネルギー効率の良い**

- Our goal is to provide an **energy efficient** heating system that maximizes your comfort and minimizes your energy usage.
(私たちの目的は、快適さを最大に、エネルギー使用を最小にする**エネルギー効率の良い**暖房システムを提供することです)

1331

double-digit

けた
2桁台の

- ・ In the second quarter, we achieved **double-digit** sales growth in semiconductor markets.

(第2四半期に半導体市場で2桁台の売上高の伸びを達成した)

※「1桁の」は single-digit。two[three, four ...]-digit「2桁の[3桁の, 4桁の…]」とも言う。

1332

pilot study[survey]

予備研究[調査]

- ・ We have just completed a **pilot study**, with some encouraging results.

(心強い結果とともに、ちょうど今予備研究を終えたところです)

1333

incorporate ^A
into[in] B

AをBに取り入れる

- ・ Here are some recipes that you can **incorporate into** your daily diet.

(ここにあなたが毎日の食事に取り入れられるレシピがいくつかあります)

※Incorporated (Inc.)「…社, …株式会社」これは incorporate「株式会社にする[なる]」の意味から。

1334

commensurate with

～にふさわしい, 相応の

- ・ We offer a competitive salary **commensurate with** your abilities and experience.

(弊社はあなたの能力と経験にふさわしい他社に負けない給料をお出します)

1335

field a question
[call, etc.]

質問[電話など]を(うまく)さばく

- ・ He **fielded questions** from reporters about the announcement.

(彼はその発表についてのレポーターたちからの質問をさばいた)

1336

have[keep] A
at one's fingertips

A〈情報など〉を〈人〉が**すぐ取り出せる**

- Today, we literally **have** knowledge **at our fingertips** when we log on the Internet.
(現在私たちはインターネットにログオンすれば知識を本当に**すぐに取り出せる**)

1337

within walking distance (of)

(〜から) **歩いて行ける距離に**

- Does anyone know if there is a grocery store **within walking distance**?
(**歩いて行ける距離に**スーパーマーケットがあるかどうか誰か知っていますか)

※ほかに, within driving distance「車で行ける距離に」, within striking distance「(標的などが)射程内に」などのようにいう。

1338

drink a toast to A

A〈人・事〉のために**乾杯する**

- Let's **drink a toast to** the success of our meeting.
(私たちの会議の成功を願って**乾杯**しましょう)

※propose[offer] a toast to は「(〜のために)乾杯を提案する」

1339

extend credit to

〜に**貸し付けを行う**

- We regret that we are unable to **extend credit to** you at the moment.
(申し訳ありませんが今は**貸し付けを行えません**)

※expend credit limit は「信用限度額[枠]を広げる」

1340

beyond the boundaries of

〜の**範囲を越えて**

- It is important to facilitate the use of IT **beyond the boundaries of** divisions.
(部局の**境を越えて** IT を使いやすくすることが重要だ)

1341

**single[double]
occupancy**

(ホテルの部屋などの) 1人[2人]での使用

- ・ **Single occupancy** of the double and twin rooms is available at an extra charge.

(追加料金でダブルやツインの部屋を 1人で利用できます)

※single[double]-occupancy「1人[2人]用の」、take occupancy of「～に入居する」

1342

**have an adverse
effect on**～に**逆効果**をもたらす

- ・ The rise of the yen has **had an adverse effect on** our export sales to China.

(円高はわれわれの中国への輸出販売に**逆効果**をもたらしている)

※adversely affect で「マイナスに働く」

1343

**leave A to
one's discretion**Aを(人)の**判断[裁量]**に任せる

- ・ I **leave** the issue **to your discretion**.

(この問題の処理については、あなたにおまかせいたします)

1344

be deemed to do[be]～する[～である]と**見なされる**
(=be considered)

- ・ Delivery shall not **be deemed to be** complete until goods have been actually received and accepted by Buyer.

(配送は実際に買い手が品物を手にして受け取るまで完了とは**見なされない**こととする)

※契約書などで使われるフォーマルな表現。

1345

be destined to do[be]～する[～である]**運命**にある

- ・ We are convinced that this product **is destined to be** a great success.

(私たちはこの製品は大当たり**間違いない**と確信している)

※be destined for「～が運命づけられている、～行きの」
be destined for victory (勝利間違いなしの), be destined for India (インド行きの)

1346

by the same token

同様に, 同じ理由で

- Due to falling profits, costs must be drastically reduced. **By the same token**, there will be no salary increases.
(利益が落ちたために経費は大幅に減らされるにちがいない。同様に昇給もないだろう)

1347

on the short list (for)

〈賞など〉の最終候補者名簿に載って

- Her new novel is **on the short list for** the prize.
(彼女の新しい小説がその賞の最終候補者名簿に載っている)

※shortlist で動詞になる。be shortlisted for「〈賞など〉の最終選考に残る」

1348

adjacent to

～に隣接した

- Members can park for FREE in the parking lot **adjacent to** the Museum.
(会員は博物館に隣接した駐車場に「無料」で駐車できます)

1349

role model

手本となる人物

- For many years, Nancy has been a **role model** for all employees at ATT.
(長年にわたり, ナンシーは ATT の全従業員にとって手本となる人でした)

1350

inclusive of

～を含めて (=including, ⇔ exclusive of 「～を除いて」)

- Your credit card will be charged a total of \$1500 which is **inclusive of** sales tax.
(売上税を含めて合計 1,500 ドルがクレジットカードから支払われます)

※all-inclusive は「すべてを含んだ, すべて込みの」 an **all-inclusive** vacation cruise (諸費用込みの休暇船旅)

1351

in compliance with

～に従って[応じて]

- Products should be delivered **in compliance with** *terms and conditions* of the contract. ▷ (1316)
(製品は契約書の取引条件に従って届けられるでしょう)

※compliance は「(規則・取り決めなどに)従うこと, 遵守」

1352

confidentiality clause

守秘義務条項

- It is important to include a **confidentiality clause** in your client agreement.
(クライアントとの契約に守秘義務条項を加えることは重要です)

1353

unless otherwise stated[specified]

別途記述[規定]のない限り

- All rental prices are per day per person, **unless otherwise specified**.
(別途規定のない限り, レンタル料金はすべて1人1日についてです)

※契約書などで使われる表現

1354

be exempt from

～から免除されている

- According to the Terms and Conditions of the enclosed *Bill of Lading*, we **are exempt from** paying this claim. ▷ (1321)
(同封の船荷証券の取引条件によれば, 弊社はこの請求への支払いは免除されています)

※be exempted from ... とも言える。これは exempt A from B「A(人)をB(義務など)から免除する」の受け身形。したがって, この形の場合は主語は「人」になる。

1355

contingency plan

緊急対策(不測の事態に備える計画)

- We must have a **contingency plan** *in case of* natural disasters. ▷ (236)
(自然災害に備えて緊急対策をもたなくてはならない)

1356

emergency drill

防災訓練

- ・ We will have an **emergency drill** on September 6 between 13:30 and 15:00. Please participate.
(9月6日13:30から15:00まで**防災訓練**を行います。ご参加ください)

※fire drill「火災避難訓練」

1357

evacuation
procedures

避難方法

- ・ All staff should know proper **evacuation procedures**.
(社員全員が正しい**避難方法**を知っておくべきです)

1358

medical[physical]
checkup

健康診断

- ・ There will be a **medical checkup** for all new employees during the week of April 13.
(4月13日の週の間に新入社員全員の**健康診断**があります)

1359

tally with

~と**一致する**(=agree with (143))

- ・ The goods arrived do not **tally with** the sample shown by your representative when he visited us last time.
(到着した品物は御社の営業担当者が前回こちらに来たときに見せてくれたサンプルと**一致して**いません)

※keep a tally of「~の記録をつける」 tallyは数を数えるため棒につけた刻み目のこと。

1360

at this juncture

この時点で、この重大な時期に

- ・ What is important **at this juncture** is to build consensus.
(**現時点で**重要なことはコンセンサスを形成することだ)

※フォーマルな表現

Expense(s), service, payment/balance, その他の連語

● expense(s) (費用, 経費)

business expenses

(事業活動費, 営業費)

general expenses (一般経費)

hotel expenses (宿賃, 宿泊料)

light and fuel expenses (光熱費)

medical expenses (医療費)

moving expenses (転居費)

office management expenses

(事務管理費)

transportation expenses

(運賃, 交通費)

traveling expenses (旅費, 交通費)

welfare expenses (福利厚生費)

● service (サービス, 便, 儀式)

after-sales service

(アフター・サービス)

bus service (バスの便)

customer service (顧客サービス)

express service (急行便)

funeral (service) (葬儀)

medical service (医療業務)

memorial service (追悼式)

room service (ルームサービス)

● payment / balance

(支払い/残高)

advance payment (前払い金)

upfront payment (前払い金)

payment day (支払い日)

payment request (支払請求書)

payment terms (支払い条件)

bank balance (預金残高)

outstanding balance

(未払い残高)

● insurance (保険)

car insurance (自動車保険)

fire insurance (火災保険)

health insurance (健康保険)

life insurance (生命保険)

shipping insurance (運送保険)

travel insurance (旅行保険)

insurance policy (保険証券)

● leave[vacation] (休暇)

annual leave (年次休暇)

compassionate[mourning]

leave (忌引休暇)

leave (of absence) (休暇)

maternity leave

((母親の)育児休暇)

paternity leave

((父親の)育児休暇)

paid leave[vacation] (有給休暇)

sick leave (病気休暇)

● career (職業, 経歴)

career change (転職)

career development (キャリア開発)	consumer goods (消費財)
career goal (職業目的)	current status (現況)
career opportunity (就業機会)	distributorship agreement (販売代理店契約)
career path (進路)	economic conditions
job loss (失職)	(景気, 経済状況)
job interview (就職面接)	logistics system (物流システム)

● delivery / shipping

(配送/輸送)	mutual acquaintance (共通の知人)
delivery charge (配達料, 送料)	office equipment (事務機器, 事務用品)
delivery cost (配達料, 送料)	previous[prior] engagement (先約)
delivery date (納期)	reference data (参考資料)
delivery schedule (納期予定)	relevant information (関連情報)
delivery terms (出荷条件)	risk management (危機管理)
shipping cost (送料, 輸送費)	sales strategy (販売戦略)
shipping charge (配送料, 送料)	schedule conflict
shipping schedule (出荷予定)	

● miscellaneous items

(雑項目)	(予定がかち合うこと)
benefit package (福利厚生, 諸手当)	security deposit (敷金, 保証金)
business acquaintance (仕事上の知り合い)	tentative schedule (仮スケジュール)
business associate (仕事上の仲間)	
business alliance (業務提携)	
company regulations[rules] (就業規則)	
confidential information (機密情報)	
consumer demand (消費需要)	



APPENDIX

TOEIC[®] テストによくでる
ビジネススピーチ
ビジネスレター表現集

■ 1. スピーチ・アナウンスなどの表現

① 留守番電話

(Hello.) You've reached xxx-xxxx. I'm not available (to talk to you) right now.

((もしもし) こちらは xxx-xxxx です。ただ今電話に出られません)

※ *be available to* (726)

・ Hello. **You've reached 123-4567. I'm not available right now.**

(もしもし、こちらは 123-4567 です。ただ今電話に出られません)

Please leave your <name, number, message> (after the tone/beep).

((発信音の後に) あなたの<名前, 電話番号, メッセージ>をお残しください)

・ **Please leave your name and telephone number.** I will get back to you as soon as possible.

(お名前と電話番号をお残してください。できるだけ早くこちらからお電話いたします)

(Hello.) This is <name> from <company>.

((もしもし)(こちらは<社名>の<名前>です)

(Hello.) This message is for <name>.

((もしもし)(このメッセージは<名前>さんへのものです)

・ Hello, Ms. William. **This is** Terry Roberts **from** ABC Corporation.

(もしもし、ウィリアムさん。(こちらは)ABC社のテリー・ロバーツです)

I (just) wanted to | let you know (that) ...
 | give you an update on ...

(…(について)お知らせしたく、お電話しました)

※ let *one* know (43), update (620)

- ・ **I wanted to give you an update on** the status of your order.
 (ご注文の現在の状況をお知らせしたく、お電話いたしました)

② アナウンス

Ladies and gentlemen, (皆さま、…)

Attention, passengers[shoppers].

(乗客の皆さま[ご来店のお客さま]にご案内いたします)

May I have your attention, please?

(お知らせいたします)

- ・ **Attention, passengers.** Flight 201 for San Diego is now boarding at gate 7. Please have your boarding pass ready to show at the gate.

(乗客の皆さまにお知らせいたします。サンディエゴ行き 201 便の搭乗は 7 番ゲートにて行っております。搭乗券をご用意してゲートでお示してください)

※ (*be*) ready to *do* (556)

Please remember[make sure] (that)

(…を覚えておいて[お確かめ]ください)

※ make sure (42)

- ・ **Please make sure** your cell phone is turned off before you enter the Hall.

(ホールに入る前に携帯電話の電源が切られていることをお確かめください)

We apologize for the[any] inconvenience.

(ご不便をおかけして申し訳ございません)

We appreciate your cooperation[patience].

(ご協力に[ご辛抱いただき]感謝いたします)

※ apologize for (482)

- ・ The system will be unavailable for approximately three hours. **We apologize for the inconvenience.**

(システムは3時間ほどご利用いただけません。ご不便をおかけして申し訳ございません)

If you have any questions, please (feel free to) do[ask, call, contact]

(ご質問がありましたら、(遠慮なく)～して[尋ねて、電話して、連絡して]ください)

※ feel free to do (202), don't hesitate to do (547)

- ・ **If you have any questions, please** contact our Customer Service department.

(ご質問がございましたら、どうぞカスタマー・サービスまでご連絡ください)

For more information,

please call[contact] <name, place>.

please see[visit, check out] <website>.

(詳しくは、〈名前、場所〉までお電話ください)

〈ウェブサイト〉をご覧ください)

※ check out (128)

- ・ **For more information, please call** either the Public Relations Department or the Sales Department.

(詳しいことは広報部もしくは営業部までお電話ください)

To learn more (about ...), tune in to <program, channel>.
 ((…について)さらに詳しくは、〈番組/チャンネル〉をご覧[お聞き]ください)

- ・ **To learn more about** this issue, **tune in to** tonight's edition of Mountain Talk beginning at 7 pm here on PBS.
 (この問題についてのさらに詳しいことは、このPBSで、今晚7時に始まる“マウンテン・トーク”をお聞きください)
 ※ tune in to (805)

We invite you to do[join, visit, take advantage of ...].
 (～する[参加する、訪ねる、利用する]よう、ご案内いたします)

- ※ take advantage of (465)
- ・ **We invite you to** take advantage of a free two-week trial of any of our products.
 (当社製品の2週間無料お試しのご利用をご案内いたします)
- ・ **We invite you to** join us for our special Christmas dinner on December 24th and 25th.
 (12月24日と25日のクリスマス特別ディナーへご参加くださいますようご案内いたします)

③ スピーチ

Thank you (all) for coming to
 ((皆さま)…においでいただきありがとうございます)

- ・ **Thank you all for coming to** this meeting on such short notice.
 (皆さま、このたいへん急な集まりにおいでいただきありがとうございます)
 ※ short notice (急な連絡・通知)
- ・ **Thank you for coming to** and participating in this conference.
 (この会議にご出席いただきありがとうございます)

Welcome | to <place, meeting>.
 I (would like to) welcome you |
 (〈場所, 会議〉へようこそ)

※ welcome to (406)

- ・ **Welcome to** MC International's new employee orientation.
 (MC インターナショナルの新入社員オリエンテーションによる
 こそ)
- ・ Ladies and Gentlemen, on behalf of organizing committee,
I welcome you to the 2007 International Conference on
 Industrial Technology.
 (皆さま, 組織委員会を代表して, 皆さまを 2007 年国際工業技
 術会議に歓迎いたします)

※ on behalf of (351)

I would like[am pleased] to introduce <name>.
 (〈名前〉をご紹介します)

Please join me in welcoming <name>.
 (〈名前〉をお迎えしましょう)

- ・ **Please join me in welcoming** our speaker, Mr. John Watt.
 (講師のジョン・ワット氏をお迎えしましょう)

I am honored | to do[be, attend, receive].
 It is an honor for me |
 (～して[出席して, 参加して, 受けて]光栄です)

※ It is an honor for me to do (743)

- ・ Thank you for the generous introduction, Mr. Rogers. **I am honored to be** here tonight.
 (親切なご紹介をいただきありがとうございます, ロジャーさん。
 今晚ここにお招きいただき光栄です)
- ・ **It is truly a great honor for me to** receive this award
 from such a prestigious organization.
 (非常に由緒ある団体からこの賞をいただき, 大変光栄です)

I'm here to talk [tell you] | about <subject,topic>.
 (Today,) I'd like to talk[tell you] |

(〈主題, トピック〉について お話しするために, ここに参りました
 本日はお話ししたいと存じます)

- Today **I'd like to talk about** our recent research on 3D-image display systems.
 (本日は3次元画像表示システムについての私たちの最近の研究についてお話ししたいと思います)

(Today) I'd like to introduce you to <product>.

(〈本日は〉〈製品〉をご紹介したいと存じます)

What I'd like to introduce you to is <product>.

(ご紹介したいものは〈製品〉です)

- Today **I'd like to introduce you to** our new watercooling kit, the Bigwater 500.
 (本日はわが社の新しい水冷式キット, ビッグウォーター 500 をご紹介したいと思います)

(First[Secondly, Finally]), I'd like to *do*[tell / talk, explain, review]....

(初めに[次に, 最後に]), ~したい[話したい, 説明したい, 検討したい]と存じます)

I'd like to start[begin] by *doing*[telling / talking, explaining, reviewing]....

(~する[話す, 説明する, 検討する]ことから始めたいと存じます)

- **First, I'd like to tell** you a little about the Green Forest Inc., since many of you are probably unfamiliar with our company.
 (最初に, グリーン・フォレスト Inc. について, 多分ご存知でない方が多いと思いますので, 少し説明したいと存じます)
 ※ *be unfamiliar with* 「~をよく知らない」→ *be familiar with* (235)

- ・ **I would like to start by** reviewing briefly where we got to last year.
(昨年の到達点を概観することから始めたいと思います)

If you have any questions,

feel free to | interrupt me at any time.

| address them to me at any time.

(ご質問がございましたら、途中でいつでも言ってください)

I'll be happy to answer your questions at any time [at the end, after the presentation].

(いつでも[終わりに、プレゼンテーションのあとで]ご質問にお答えいたします)

In conclusion, I would like to *do*[say, emphasize, remind, summarize, point out]

(結論として、～したい[言いたい、強調したい、思い出させたい、要約したい、指摘したい]と思います)

I would like to finish[conclude] my speech[presentation] by *doing*[saying, emphasizing, reminding, summarizing, pointing out]

(～して[言って、強調して、思い出させて、要約して、指摘して]、私のスピーチ[プレゼンテーション]を終えたいと思います)

※ in conclusion (901)

- ・ **In conclusion, I would like to emphasize** the following points: First, ...
(最後に、次のポイントを強調したいと思います:まず、...)
- ・ **I would like to conclude my presentation by** summarizing the key points: ...
(キーポイントを要約して、私のプレゼンテーションを終えたいと思います:...)

■ 2. ビジネスレター表現

① 書き出し

I am writing (this letter) to do[inform, inquire, request, follow up]

(～する[知らせる, 尋ねる, 依頼する, フォローする]ために(この手紙を)書いております)

※ I would like to inform/inquire, etc. ... のほうが自然であるが、ビジネスレターでは I am writing to もよく使われている。

This (letter) is to inform/inquire, etc. ... は堅苦しい。

・ **I am writing this letter to inform** you that I am leaving ABC Company on March 31, 2008.

(2008年3月31日にABC社を退社することをお知らせいたします)

・ **I am writing to inquire** about the possibility of obtaining a position as a sales representative in your company.

(貴社の営業部員の職を得られるかどうかお尋ねしたくお便りいたします)

・ **I am writing to follow up** (on) our phone conversation this morning.

(今朝の電話でのお話をフォローするためにお手紙を差し上げます)

We are pleased[happy] to inform you (that)

(…をお知らせいたします)

We regret to inform you (that)

(残念ながら…をお知らせいたします)

※ pleased/happy は良い知らせ, regret は好ましくない知らせのときに使う。

・ **We are pleased to inform you** that our head office has moved to a new address:

(本社が新住所…に移転しましたことを知らせいたします)

・ **We regret to inform you** that your proposal does not meet our requirements at this time.

(ご提案は残念ながら当社の現時点の条件には合致しないことをお知らせいたします)

We are pleased[happy, proud] to announce

(that)

the opening[acquisition, etc.] of

(...ということ)

...の開設[買収, 等]を お知らせ[発表]いたします)

- ・ **We are proud to announce** that we are introducing several new models in June.
(6月にいくつかの新モデルを売り出すことを発表いたします)
- ・ **We are pleased to announce the opening of** our branch office in Hong Kong.
(香港支社の開設をお知らせいたします)
- ・ ABC Industries, Inc. **is pleased to announce the acquisition of** the XYZ Inc.
(ABC工業 Inc. は XYZ Inc. を買収したことをお知らせいたします)

I am applying

for (the position of) <position>.

I am writing to apply

I would like to apply

(私は<職名>に応募いたします)

- ・ **I am applying for the position of** market research analyst that you advertised in today's paper.
(私は貴社が今日の新聞で広告したマーケットリサーチアナリストの職に応募いたします)

※ apply for (65)



You are (cordially) invited to (attend) |

We (cordially) invite you to |

<meeting, party> (on <date> at <place>).

(〈場所〉〈日付〉の〈会議、パーティー〉へ心よりご招待いたします)

- ・ **You are cordially invited to attend** the annual shareholders meeting.

(定時株主総会へのご出席を心からお待ちしております)

- ・ ABC Inc. **cordially invites you to a** welcoming party to meet

Mr. Paul Taylor,

April 10 from 6:30 p.m. to 8:30 p.m.

at the Green Hotel, Tokyo.

R.S.V.P.

(ABC Inc. は、4月10日午後6:30から8:30まで、東京のグリーンホテルで開催されるポール・テイラー氏の歓迎パーティーへ心からご招待いたします。ご返事をお待ちします)

※ R.S.V.P. (出欠の返事をください) [出欠の返事を求めるときの定型表現]

② 同封・添付

I am sending you (…をお送りいたします)

- ・ **I am sending you** our latest company literature, annual report and brief product information.

(小社の会社案内、年次報告書、簡単な製品情報をお送りいたします)

※ separately や by separate mail をつけると「別便で…を送ります」の意味になる。

Separately I am sending you six copies of our catalog.

(別便で小社のカタログを6部お送りいたします)

I have enclosed (…を同封いたしました)

Enclosed is ... [... is enclosed]. (…を同封いたします)

- ・ **I have enclosed** a self-addressed stamped envelope for your reply.

(返信用に切手を貼った自分宛ての封筒を同封いたしました)

※ a self-addressed stamped envelope (切手を貼った自分宛ての封筒)

- ・ A summary of my qualifications and working experience **is enclosed**.

(私の資格と職歴の要約を同封いたします)

I (have) attached (…を添付いたしました)

Attached is ... [... is attached]. (…を添付いたします)

(Please) see the attached file[document] (for ...).

((…については)添付ファイル[文書]をご覧ください)

- ・ **Attached are** the minutes of our last meeting.

(この前の会議の議事録を添付いたします)

- ・ **Please see the attached file** for a complete price list.

(完全な価格表は添付のファイルをご覧ください)

※添付ファイルは attachment ともいう。

I sent the full text of the report as an **attachment**.

(レポートの全文を添付ファイルでお送りしました)

③ 返礼・返事の書き出し

Thank you for your letter (of date) *doing*[asking, inquiring, requesting, etc.]

(〈日付〉の)～する [質問する, 尋ねる, 依頼する, 等] お手紙をありがとうございました)

- ・ **Thank you for your letter of** June 8 **inquiring** about our new model cars.

(小社の新型車についてお尋ねの6月8日付けのお手紙ありがとうございました)

(I'd like to) thank you for | doing.
| <order, purchase, etc.>.

(〈…して〉いただき

〈注文, ご購入, 等〉ありがとうございます)

- **Thank you for** applying for the position of Marketing Manager at Far-East Corporation.

(ファー・イースト株式会社の販売部長の職にご応募いただきありがとうございます)

- **Thank you for** taking time out from your busy schedule to meet with me last Monday afternoon.

(先週の月曜日の午後, お忙しい合間を縫って私のためにお時間をとっていただきありがとうございました)

※ take time (out) from one's busy schedule to do (忙しい合間を縫って～する)

- **Thank you for** your recent purchase of our leather passport attaché.

(最近, 皮製パスポートケースをお求めいただきありがとうございます)

I am writing in response to <letter, request, advertisement, etc.>

(〈手紙, 要求, 広告, 等〉に応じてお手紙を差し上げます)

- **I am writing in response to** your request for information about our Model XX5.

(モデル XX5 の情報のお求めをいただきお手紙を差し上げます)

※ in response to (821)



④ お詫び

I am sorry	for
I apologize	
Please accept our[my] apology	
(…をお詫びいたします)	

※ apologize for (482)

- ・ **I am sorry for** the delay in responding to your inquiry.
(お尋ねにお答えするのが遅れましてお詫びいたします)
- ・ **We apologize for** the error and any inconvenience it may have caused.
(誤りによりご迷惑をおかけしましたことをお詫びいたします)
- ・ **Please accept my apology for** being unable to give you a definitive answer at this time.
(今のところ最終的なお答えができないことをお詫び申し上げます)

⑤ 依頼

Please do. (～してください)
Could[Would] you please do? (～していただけますか)

- ・ **Please** sign and date the duplicate copy of this agreement and mail it back to me by October 4th.
(10月4日までにこの契約の控えに署名し、日付を入れてご返送ください)
- ・ **Would you please** check the enclosed statement and let us know if there are any discrepancies?
(同封の報告書をチェックしていただき、何か食い違いがありましたらお知らせいただけますか)

I would like to ask you to do.
(～していただきますようお願いいたします)

- ・ **I would like to ask you to** reimburse me for the cost of mailing the defective lamp back to you.
(欠陥ランプの返送費をご返済いただきますようお願いいたします)

Would it be possible to *do*?

(～することは可能ですか)

Would you be kind enough to *do*?

(～していただけませんか)

- ・ **Would it be possible to** receive these books by December 10th?
(これらの本を12月10日までに受け取ることは可能でしょうか)
- ・ **Would you be kind enough** to let me use your name as a reference?
(照会先としてあなたのお名前を使わせていただけませんか)

※ as a reference (照会先として)

I would appreciate

(...をいただければ幸いです)

I would appreciate it if you

(もし...していただければありがたく存じます)

I would be grateful if you

(もし...していただければうれしく存じます)

- ・ **I would appreciate** your comments on this proposal.
(この提案書についてコメントをいただければ幸いです)
- ・ **I would appreciate it if you** could arrange for a meeting to discuss these issues.
(これらの問題について話し合う会議を設定していただければありがたく存じます)
- ・ **We would be grateful if you** could take a little time to fill out the questionnaires and return them to us by May 15th.
(少々お時間を割いてアンケート用紙にご記入し、5月15日までに私どもにお戻しいただきましたらうれしく存じます)

⑥ 結び

I look forward to | hearing from you (soon).
| doing business with you.

((すぐに)ご連絡いただけることを

お取引ができることを

(楽しみに)お待ちしております)

※ look forward to (62)

I would appreciate your immediate attention to this
matter[issue].

(この件[問題]について至急ご配慮いただければ幸いです)

索引

ページ番号が青色で示されている熟語が見出し熟語です。()の数字は見出し番号を表します。ページ番号が斜体字で示されている熟語は、()の番号の見出し熟語に関連して解説されているものと、頻出連語①～⑥にあるものです。

A

<i>A as well as B</i> (131)	37	a psychiatrist (441)	113
a balanced diet (885)	225	a record [an all-time] high (1273)	319
a brick wall (1150)	290	(a) series of (786)	200
a chance of (1037)	264	a slight (1037)	264
a coffee break (480)	121	a staff member (1032)	262
a couple of (67)	20	a substitute for <i>A</i> (837)	214
a dentist (441)	113	(a) touch of (1005)	257
<i>A Edged Out By B</i> (1102)	279	a variety of (248)	68
a fifty-fifty (1037)	264	a vegetarian diet (885)	225
a follow-up letter (1259)	316	a week off (239)	63
a full[whole] range of (216)	57	a while (145)	40
a good [great] many ... (299)	80	a wide[broad] range of (216)	57
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<i>A is attributed to B</i> (909)	231	account book	302
<i>A is devoted to B</i> (1012)	258	account for (255)	70
<i>A is left behind</i> (452)	115	account number	302
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<i>A is one thing and B (is) another</i> (915)	232	account[accounting] department	182
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<i>A is set for B</i> (762)	194	(1297)	324
<i>A is similar to B in shape.</i> (982)	251	accounting report	244
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a lunch break (480)	121	adapt to (619)	158
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 all the more (850)
 all the more reason for [to do] (850)
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 All (those) opposed ...? (560)
 all-inclusive (1350)
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 an all-time record (1273)
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 202 (and) what's more (858)
 202 and [or] vice versa (1200)
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 337 annual meeting
 333 annual report
 302 annual turnover (1292)
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 131 answer for (851)
 82 answer the phone [take the call] (507)
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 51 any minute (now) (355)
 64 any minute (now) (355)
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 16 as a (general) rule (691)
 174 as a matter of course (1112)
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- 226 *be assigned to do* (1225)
 226 *be associated with* (916)
 78 *be at a deadlock* (1199)
 151 *be at a loss* (558)
 231 *be at fault* (1016)
 182 *be at home with* (27)
 244 *be authorized to do* (1288)
 322 *be available for/to do* (726)
 185 *be available from* (226)
 185 *be awarded* (1254)
 315 *be aware of* (331)
 88 *be aware that S + V* (331)
 88 *be based on/upon* (323)
 86 *be beside oneself* (with) (1162)
 293 *be better off* (579)
 148 *be booked up* (1177)
 296 *be born of* (832)
 212 *be bound and determined to do* (1161)
 292
 292 *be bound to do* (1161)
 69 *be called in to do* (496)
 215 *be capable of* (353)
 107 *be clear of* (1168)
 167 *be close to* (106)
 167 *be committed to* (1253)
 110 *be compelled to do* (528)
 322 *be composed of* (1009)
 104 *be concerned about/for* (198)
 104 *be concerned with* (548)
 104 *be confronted with* (875)
 277 *be conscious of* (705)
 277 *be conscious that S + V* (705)
 36 *be conscious[aware] of the fact that S + V* (705)
 194 *be consistent with* (1151)
 87 *be content with* (545)
 87 *be contrary to ...* (601)
 109 *be convenient for* (1211)
 109 *be convinced of/that* (938)
 109 *be covered with* (258)
 309 *be credited to A* (1283)
 124 *be crowded with* (815)
 179 *be curious about* (550)
 179 *be curious to do* (550)
 141 *be cut out for/to be* (941)
 339 *be deemed to do/be* (1344)
 309 *be assigned to* (1225)
 226 *be associated with* (916)
 78 *be at a deadlock* (1199)
 151 *be at a loss* (558)
 231 *be at fault* (1016)
 182 *be at home with* (27)
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 292 *be bound to do* (1161)
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 167 *be close to* (106)
 167 *be committed to* (1253)
 110 *be compelled to do* (528)
 322 *be composed of* (1009)
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 104 *be concerned with* (548)
 104 *be confronted with* (875)
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 194 *be consistent with* (1151)
 87 *be content with* (545)
 87 *be contrary to ...* (601)
 109 *be convenient for* (1211)
 109 *be convinced of/that* (938)
 109 *be covered with* (258)
 309 *be credited to A* (1283)
 124 *be crowded with* (815)
 179 *be curious about* (550)
 179 *be curious to do* (550)
 141 *be cut out for/to be* (941)
 339 *be deemed to do/be* (1344)

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 40 *be likely that* (148)
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 181 *be open to* (719)
 144 *be opposed to* (561)
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 55 *be out of order* (207)
 172 *be out of the question* (680)
 270 *be out of touch (with)* (1063)
 318 *be packed with* (1267)
 42 *be pleased to do* (157)
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 31 *be prepared to do* (111)
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 308 *be short for* (1222)
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 139 *be shortlisted for* (1347)
 108 *be sick of* (419)
 111 *be similar to* (433)
 45 *be sold out* (167)
 104 *be sorry for/about* (402)
 104 *be sorry that S + V* (402)
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 127 *be (still) up in the air* (497)
 298 *be strapped in* (1185)
 171 *be stuck for* (676)
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 265 *be stuck with* (676)
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 181 *be suited for/to* (716)
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 164 *be supposed to do* (109)
 31 *be sure of/about* (237)
 62 *Be sure that ...* (78)
 23 *Be sure to do* (78)
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 78 *be surprised at* (290)
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be[become] effective (763) 194
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be[fall] short of (543) 139
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