

Working With a Swcretary (1)

1 . 次の会話文を読み，後の設問に答えてください .

Takahashi Shuzo: Ben, it's time you met the new ( ) ( ) manager at Kon-Tiki. Are you free for dinner this week?

Ben Walker: Thanks for ( ) me, Shuzo, but it's a zoo this week. (1)とにかく仕事で身動きが取れない状態なのです . I have two major clients visiting town, have to complete two ( ) and finish an article for a ( ) ( ) , all before the end of this week. (2)近ごろは業務報告などの日常業務にも，勤務時間のかなりの部分を取られているのです .

Susan Caruso: Ben, why don't you hire a secretary? As a vice president you're ( ) ( ) have an assistant. I've been ( ) why you haven't done that.

Walker: Well, Susan, since everybody in the company, from the chairman down, answers their own phones and ( ) ( ) ( ) ( ) , I'm not sure a secretary would make my life easier. I don't one before, but I don't need one just for the ( ) of it. Besides, I've worked with one before, but I didn't the way she was learning all about my personal life.

Dean Reid: (3)言うまでもなく，ますます多くのエグゼクティブたちが，近頃は秘書なしで済ますことを選んでいきます . The same technology that allows secretaries to perform more ( ) ( ) also makes it easier for them to run their own offices without assistance.

問 1 . 本文中の空所を埋めて下さい .

問 2 . (1)(2)(3)を英語で表現して下さい .

(1)	.....
(2)	.....
(3)	.....

Working With a Secretary (2)

2. 次の会話文を読み、後の設問に答えてください。

Walker: Yes, you have voice mail and e-mail and the Internet. (1)つまらない仕事に費やさなければならぬ時間が増えるにしても、自分の仕事自体をこなすのはそれほど大変なことではありませんよ . But this's the 21st century, I guess.

Caruso: Are you sure, though, it's a good idea to run an office like that? I'm ( ) that a ( ) personal assistant would increase your ( )( ) ( ) ( ). And we're not talking about a traditional secretary who pours coffee and files reports all day.

Reid: Ben, you'd want someone you can ( )( ) to assist you in preparing reports, documents and presentation in general. Add ( ) and bookkeeping to that. Such a person must like the organizational work of managing calendars, planning offsite meetings and attending planning meetings with the whole group.

Takahashi: (2)私たちが携わっている業務の性格とクライアントからの要求の高さを考えると、あなたのアシスタントは第一級の人でなければなりません . She should be able to stay calm under pressure, thrive on ( ) and have a board range of office skills.

Caruso: A good assistant can free you to ( )( ) your ( ) ( ). If you had an assistant like that, it would also make our jobs easier since you're out of the office a great deal.

Takahashi: That should ( ) him ( ). (3)でもひょっとしてベンは、アシスタントを雇う経費を心配しているのではないのでしょうか。違いますか。

Walker: (4)図星ですよ .

問1 . 本文中の空所を埋めて下さい .

問2 . (1)~(4)を英語で表現して下さい .

(1) .....
(2) .....
(3) .....
(4)

Working With a Secretary (3)

3 . 次の会話文を読み、後の設問に答えて下さい。

Walker: I could hire an administrative assistant. But this department ( ) ( ) ( ) cover the full cost. (1)私たちの目標収入にどれだけ影響するのでしょうか。 We need to know how much that sort of support is going to cost.

Reid: (2)その点は心配するに及ばないと思いますよ。 For what we've been talking about, the ballpark figure is probably \$ 35,000 in salary. Health insurance and other standard bennies will add to that.

Walker: Let's figure \$ 40,000 ( ) ( ) . Well, maybe not a bad idea. But I'll have to talk to our finance people first to see how that would affect our profitability projection for this year.

Caruso: If you decide to go ahead, May can put out the want ad and ( ) the ( ) as usual, so there'll only be two or three ( ) to ( ) ( ) in follow-up interviews.

Walker: Let's go ahead and find a good executives assistant as soon as we get the ( ) from finance. I'd like all of you to participate in the ( ) interviews to ( ) ( ) ( ) on the best ( ) .

Caruso: Sure, Ben. You know, I understood your initial ( ) . But without an assistant we've seen you ( ) ( ) doing lots of things it doesn't ( ) ( ) for you to be doing at all. With proper help, you'll have ample time to ( ) and to just sit back and think. (3)あなたはきっと、新しい人を雇うように説得した私たちに感謝しますよ。

問1 . 本文中の空所に適当な語を入れて下さい。

問2 . (1)~(3)を英語で表現して下さい。

(1) .....
(2) .....
(3) .....

Working With a Secretary (4)

4 . 次の会話文を読み、後の設問に答えて下さい。

Walker: Thank you, Susan. I ( ) the thoughtful comments from all of you. Now let's say we've come that far. The next question is how do we ( ) that ( ) ( ) ( ) what we want and how we work?

Caruso: (1)あなたが求めるものを、一から十まですべて、はっきりと詳しく説明する必要があります。( ) ( ) from him or her on how to get that done speedily and efficiently. ( ) that we act as a team and welcome ---probably her--- as a new team member. If she needs to liaise with people ( ) ( ) us, let them know that she speaks ( ) ( ).

Walker: Understood. We also need to ( ) ( ) the issue of trust. ( ) ( ) ( ), anything said or done in our department is not to be discussed with outsiders. Like all the rest of us, she'll ( ) ( ) ( ) signing the confidentiality agreement.

Caruso: Yes, of course, and May will ( ) her ( ) that before she even meets us. Assistants can learn a great deal about our private lives and business activities. If any of that ever because ( ) ( ) ( ) ( ) ( ), she'd be out.

Reid: (2)秘書の市場はここ数年でずいぶん縮小してしまいました。At present, we have ( ) ( ) four million secretaries and administrative assistants. The old-fashioned secretary is a ( ) ( ) ( ) ( ). The ( ) ( ) now ( ) ( ) is ( ) or has language skills. I'm sure we'll find the right person.

問1 . 本文中の空所に適切な語を挿入してください。

問2 . (1)~(2)を英語で表現してください。

(1) .....
(2) .....