

英文ビジネスE-mailの構成

GOAL

- ・自分の意見/考えを明確にする
- ・自分の意図する内容を、論理的に且つ
シンプルに伝える

Today's Theme

・英文ビジネスE-mailの構成

情報の組み立て方

日本人の英文ライティングの特徴

読み手に伝わりにくい！

情報の組み立て方

日本人の英文ライティングの特徴：読み手に伝わりにくい！

読み手にポイントが伝わりにくい原因と
改善策を考えてみましょう。

情報の組み立て方

日本人の英文ライティングの特徴：読み手に伝わりにくい！

原因

1. トピックがしぼりきれていない
2. 1つのことを言うのに言葉数が多い
3. 余分な情報が含まれる
(前置きや詳しくすぎる説明等)

改善策

1. 伝えるべき情報のみにしぼる
2. 5W1Hをうまく利用し、1つのことを1文で伝えるようにする
3. アウトラインを作り情報を整理する

Exercise 1

次のライティングサンプル：

- 日本人によるもの (Sample A)
- ネイティブによるもの (Sample B)

内容は全く同じことを伝えようとしています。この2つのサンプルを比較し、なぜ日本人による英文ライティングが読み手にポイントを伝えにくくしているのか、その原因を考えましょう。

Exercise 1

Sample A (日本人によるもの)

Good morning, Mr. Morris. How are you doing today? I have one problem for your lecture that is planned on July 14. This problem is I can not attend your lecture because I accepted another task that day. The content of another task is an entry for a seminar that is associated to the patent with Cyberspace. Now, my main task is an action for quality value to the patents that are issued from AGJ Information Group. I think it is more important to attend the seminar than to attend your seminar just now because I have only one chance to attend this seminar just now and it is meaningless to attend next year. Because the worldwide patents competition has already started (We call "Global-patent competition" for this competition.) And I think I can re-enter your lecture next time and I think this change is not so late for me. I will attend your lecture on August 18. See you that time.

Sample B (ネイティブによるもの)

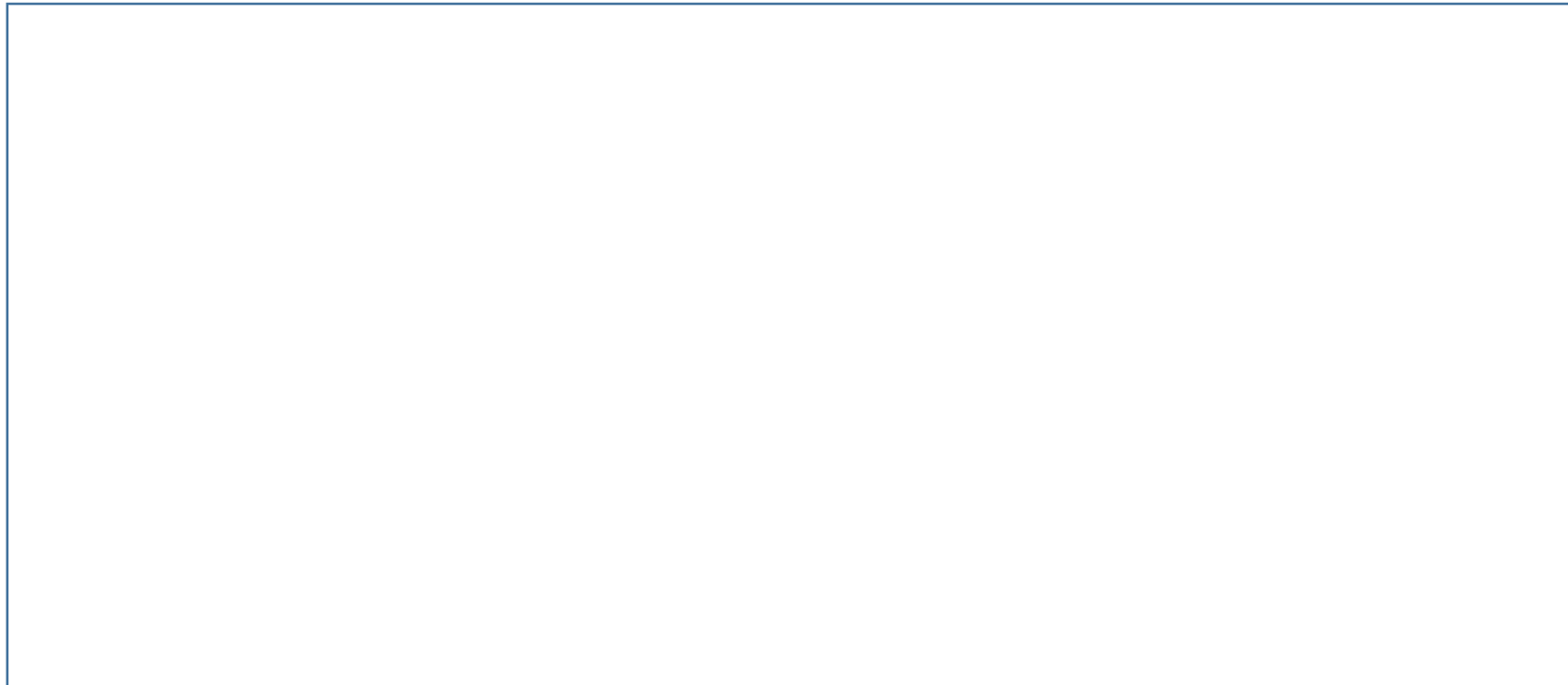
Regarding your lecture on July 14, I regret that I will not be able to attend because I have another seminar that I must attend that day. This seminar is related to patents, which is one of my main responsibilities, and this will be my last chance to attend it.

However, I will start attending your lecture series again from August 18.

Exercise 2

Sample Aをもう一度読み、Sample Aの文章で不要な箇所は全て線で消して、最低限伝えたい情報のみを残してください。そして、残ったものをSample Cに書いてみましょう。

Sample C



Exercise 2

Sample Aをもう一度読み、Sample Aの文章で不要な箇所は全て線で消して、最低限伝えたい情報のみを残してください。そして、残ったものをSample Cに書いてみましょう。

Sample A

Good morning, Mr. Morris. How are you doing today? I have one problem for your lecture that is planned on July 14. This problem is I can not attend your lecture because I accepted another task that day. The content of another task is an entry for a seminar that is associated to the patent with Cyberspace. Now, my main task is an action for quality value to the patents that are issued from AGJ Information Group. I think it is more important to attend the seminar than to attend your seminar just now because I have only one chance to attend this seminar just now and it is meaningless to attend next year. Because the worldwide patents competition has already started (We call "Global-patent competition" for this competition.) And I think I can re-enter your lecture next time and I think this change is not so late for me. I will attend your lecture on August 18. See you that time.

Exercise 2

Sample Aをもう一度読み、Sample Aの文章で不要な箇所は全て線で消して、最低限伝えたい情報のみを残してください。そして、残ったものをSample Cに書いてみましょう。

Sample A

~~Good morning, Mr. Morris. How are you doing today? I have one problem for your lecture that is planned on July 14. This problem is I can not attend your lecture because I accepted another task that day. The content of another task is an entry for a seminar that is associated to the patent with Cyberspace. Now, my main task is an action for quality value to the patents that are issued from AGJ Information Group. I think it is more important to attend the seminar than to attend your seminar just now because I have only one chance to attend this seminar just now and it is meaningless to attend next year. Because the worldwide patents competition has already started (We call "Global-patent competition" for this competition.) And I think I can re-enter your lecture next time and I think this change is not so late for me. I will attend your lecture on August 18. See you that time.~~

Exercise 2

Sample Aをもう一度読み、Sample Aの文章で不要な箇所は全て線で消して、最低限伝えたい情報のみを残してください。そして、残ったものをSample Cに書いてみましょう。

Sample C

I can not attend your lecture that is planned on July 14 because I accepted another task that day. The task is associated to the patent with Cyberspace which is my main task now. I think it is more important to attend the seminar than to attend yours just now and it is meaningless to attend next year. I will attend your lecture on August 18.

Exercise 3

次にSample Cをよりネイティブのライティングに近づけるにはどうすればよいかを考えてみましょう。

Sample Cをネイティブのライティングに近づけるためのポイント

1. 1文の中にできるだけ短い言葉で、できるだけ多くの情報を含める
2. 種類の違う情報を段落分けする
3. 必要最小限のことしか書かない

Key Point

簡潔なメッセージを書くには

無駄のない簡潔なライティングを実践するには、

- ① **伝えたい情報の整理**
- ② **アウトラインを作成**

まず日本語でアウトラインをつくり、それから英語でつくと情報がまとめやすくなります。慣れてくると最初から英語のみのアウトラインをつくることで、時間の短縮になります。

Key Point

Sample Bのアウトライン例

メインの情報 : 7月14日のMr. Morrisのレクチャーに行けない
補足の情報 : 1. 行けない理由
a. 他に行きたいセミナーあり
b. そのセミナーは仕事上重要
c. 今回がラストチャンス
2. 次回からのレクチャーには参加

Main Subject : Can't attend Mr. Morris' lecture on July 14
Supporting Subjects : 1. The reasons
a. Another seminar on the same day
b. Important-work related
c. Last chance
2. Will start attending the lecture series again from August 18.

Sample C

I can not attend your lecture that is planned on July 14 because I accepted another task that day. The task is associated to the patent with Cyberspace which is my main task now. I think it is more important to attend the seminar than to attend yours just now and it is meaningless to attend next year. I will attend your lecture on August 18.

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