

【4】〔英文解釈〕《神戸大》

解答時間 30 分

次の文章を読んで、問 1～3 に答えなさい。

Someone once said: “(A).” In many ways this is — and should be — true, and it is therefore very important that every letter you send should be your best work so that its reader will gain a good impression of you.

If you do not organize your own thoughts clearly before writing a letter, it will inevitably appear confused to the reader. So decide what you want to say before you write. If you have a number of points to make, write them down and arrange them in a logical order. You will probably find that some are repetitive or are not relevant. Cut them out ruthlessly. Then get straight to the point — and stick to it!

(1) Having decided what you want to say, you must also make sure that the reader will understand it. Try to use short words and short sentences which convey the message simply and clearly. Long words and complex grammatical constructions are more difficult to read and are often imprecise. If you do sometimes use long words — and they cannot always be avoided — get into the habit of checking them in a dictionary. It is surprising how often they do not convey quite the meaning you intended. Checking them in a dictionary will also ensure they are correctly spelt.

Courtesy and honesty are important in a letter not merely because they are the correct way to behave, but also because you are committing yourself to paper. If you write a false and malicious statement about someone, for example, you may well end up in court. (2) Remember, it is not only the person you are writing to who may read the letter.

If you are writing a letter of complaint, think very carefully before choosing your words. Try not to be rude, but if you simply must get it off your chest, then write it and sleep on it. After that you will probably prefer to throw it away rather than send it.

“If language is not correct, then what is said is not what is meant; if what is said is not what is meant, then what ought to be done remains undone.” So

wrote Confucius* some five hundred years before the birth of Christ, and his statement is as true today as it ever was. (3)To be correct in one's use of language — and that means following the rules of grammar — makes it as certain as it ever can be that one's reader will get the intended message. Since the only reason for writing a letter is to tell your reader something, it follows that grammatical correctness is very important. To write incorrectly will not only give a bad impression but, perhaps even more seriously, it may lead to confusion and misunderstanding.

Unfortunately for the average letter writer, language is a living thing and correct usage changes over the years. (B), constructions which you may use in daily conversation may not be grammatically acceptable in writing a letter. The gap between what we say in speech and what is correct in writing presents considerable difficulty to many people. The rules of English grammar are quite complicated, but for the purposes of letter writing it is sufficient to be familiar with the basic structure of a correct sentence and the rules of proper punctuation*. If you know those and avoid trying to write long and complex sentences, you should avoid many mistakes. Keep a dictionary beside you to check any spellings of which you are unsure, and be aware of the common grammatical errors.

注 Confucius 孔子 ; punctuation 句読法

問 1 次の語群を並べかえて空所(A)に入る英文を完成させなさい。なお、文頭の語にも大文字は使用していません。

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問 2 下線部(1)～(3)を日本語に訳しなさい。

問 3 空所(B)の中に入るもっとも適切な語句を次から選び、記号で答えなさい。

(ア) Because

(イ) Furthermore

(ウ) However

(エ) On the contrary