



第4章 ビジネス英語の活かし方  
~ How to use Business English ~  
4-1 登用  
~ Promotion ~  
求人募集に応募する  
~ Application to the recruitment



1. I'd like to inquire about the position you offered in the newspaper.  
= I'd like to ask about the position offered in the newspaper.  
EX) Just a moment please, I'll connect you to the Personnel Department.
2. I'm calling about the position you offered in The Japan Journal.  
= I'm here to apply for the position offered in the Journal.
3. I'm interested in the position of sales manager.  
= I'd like to ask about the position of sales manager.  
= Which position are you inquiring about?  
= I'm interested in the position of sales manager.
4. Could you tell me a little more about the job?  
= Can you give me an idea about the job?
5. I'd like to apply for the position of secretary.  
= I'd like to apply as office clerk.
6. What positions are available?  
= What kind of opening do you have?  
EX) Now, we are offering the position of accountant.



4-1 登用  
~ Promotion ~  
求人募集に応募する  
~ Application to the recruitment ~



1. What do I need to do to apply?
  - = What are the requirements for me to apply?
  - = Do I need to bring my application letter?
  - EX) Please send your resume with your recent photo.
2. When will you conduct interviews?
  - = When are you going to have my interview?
3. I'd like to make an appointment for an interview.
  - = Can I make an appointment for an interview?
  - EX) OK how about Wednesday, 10 o'clock?
4. What are the qualifications needed to apply for the position?
  - = What are the qualifications for the position?
5. Does the position require experience?
  - EX) It's not a requirement, but should be an advantage.
6. When will the position start?
7. How many are applying for the position?
8. Can you tell me what to do with my application?
9. To whom will I pass my resume?
  - = Whom will I look for to make an appointment?

求人面接をうけるとき  
~ At the interview ~



1. I'm here for an interview with Mr. Williams.  
= I have an interview with Mr. Williams today.
2. Thank you for giving me the opportunity to be interviewed.  
= I'm so honored to be interviewed now.  
EX) Thank you for applying. Please sit down.  
Thank you for being here. Please have a seat.
3. I've always been interested in your business.  
= I've always wanted to work in your company.
4. I've been using your products for many years.  
= I'm a long-time user of your products.  
= I patronize your product since before.
5. What kind of job is it?  
= Can I ask what kind of job it is?
6. Could you tell me the details of the job?  
= Could you please give me an over view about this job?
7. I have seven years of experience in the sales of medical equipment.  
= I've a long experience in sales.  
= I've been into sales for 5 years.
8. I've been in the sales of medical equipment for seven years now.
9. Now, I'm learning accounting at a vocational school.  
= I've a background in accounting and vocational school.
10. I'm very experienced in finance.  
= I think my 10 years of experience in finance is enough.

求人面接を受けるとき  
~ At the interview ~



1. I've worked as an executive secretary for five years.  
= I've been a secretary for many years.
2. What have you learned during these five years?  
= What did you learn from those years of experience?  
\* I've picked up a lot of practical knowledge.
3. I'd like to have a job with more responsibilities.  
= I want to engage myself into bigger responsibilities.  
= I want to try bigger duties than I had before.
4. I'm an independent person but I also like to work with a team.  
= I'm an independent person as well as a good team player.  
= I'm a well-rounded person.
5. I'm in good health.  
= I'm physically fit.
6. I have confidence in my physical and mental strength.  
= I'm willing to work under pressure.
7. What's your English level?  
= Are you conversant with English language?  
= I have no problem communicating in English.
8. I have a score of 680 on the TOEIC.  
= I earned the highest score on the TOEIC.
9. I'm fairly comfortable in both speaking and writing English.  
= I can read, write, and speak English fluently.
10. I can start working immediately.  
= I want to work as soon as possible.



求人面接をするとき（面接官の場合）  
~ At the Interview (In case of Interviewer) ~



1. I'm Kazuo Saito, the Manager of Personnel.  
= I'm Kazuo Saito, the manager in charge of Personnel
2. Thank you for coming for an interview.  
= I'm glad that you came for the interview.  
= Thank you for being here.
3. I'd like you to start talking about yourself.  
= First of all I'd like to ask you about yourself.  
= Shall I start the interview?
4. Could you briefly tell me about yourself?  
= Please introduce yourself.
5. May I ask you about your present job?  
= Are you still working this time?  
= Are you still connected with other companies?
6. Your resume looks excellent.  
= Your resume is brilliant.  
= Your resume is impressive.
7. Your background fits well to the qualifications for this position.  
= It seems that your background suits you for the position.  
= Your background satisfies the requirements for this job.
8. This is a new position as we're expanding our business.  
= This is a new job in connection with our business expansion.
9. Which position are you applying for?  
= What position do you want to apply for?  
EX) I'm applying for the position of accountant.
10. What do you know about this job?  
= Do you have any experience related to this job?





求人面接をするとき（面接官の場合）  
~ At the Interview (In case of Interviewer) ~



1. Why do you think of changing jobs?  
= Why did you stop working?
2. Could you describe your present job?  
= Could you please explain your recent job?
3. Do you have any experience in sales?  
= What do you know about sales??  
EX) Yes. I've been selling office equipments for three years.
4. Tell me about your computer skills.  
= Are you computer literate?  
=Yes, I can operate most of the major office applications.
5. Do you speak any foreign languages besides English?  
= What are some other languages that you can speak?
6. What is your greatest strength?  
EX) I'm very flexible in working.
7. Do you like to work in a team environment?  
= Can you work with less supervision?
8. What are your expectations in this job?  
= What do you expect from the company?





仕事やその条件についての説明  
~ Explanation about Job Condition ~



1. What's the title of the position?  
=What's the vacant position again?  
EX) It's Senior Researcher.
2. Do you permit overtime?  
= Can I work overtime?  
= Is overtime allowed in your company?
3. What are the working hours?  
= What is my work schedule?  
EX) From nine until five. Mondays through Fridays.
4. I'd like to ask about paid vacation.  
= Do you pay vacation leave?
5. I'm interested in working abroad.  
= I really have an interest in working abroad.
6. Is it possible that I'll work in one of your offices in the U.S.?  
= Is there any possibility that I can work in one of your offices abroad?  
Not at the moment, but you'll have the chance in the future.
7. What are the responsibilities of this position?  
= What is my function with this job?  
EX) Your main function is to answer inquiries from customers.
8. In this job, there's a lot of customer contact.  
= You'll be connected to lots of customers.
9. Your immediate supervisor will be the PR Manager.  
= You'll report to the PR Manager.





仕事やその条件についての説明  
~ Explanation about Job Condition ~



1. Sometimes you may need to travel on business.  
= This job also requires traveling.
2. Let me explain our office regulations.  
= I will read to you our office regulations.
3. If you work on weekends, you can have make-up holidays.  
= You'll have a privilege if you'll work on weekends.
4. Please explain to me about paid vacation.  
=Would you please tell me about paid vacation?  
EX) You'll have ten days of paid vacation in your first year.
5. How much do you earn now?  
=How much is your present salary?  
EX) My annual income is five million yen.
6. What is your expectation for salary?  
= How much salary do you expect?  
= I'm hoping to get six million yen.
7. The first three months is a probation period.  
= We have a 3-month probation period.



上司や部下と会話するとき  
~ Talking with your boss or your staff ~



1. David, do you have a moment?
2. = Are you in a hurry?  
= David, do you have a few minutes to spare?
3. I have something to discuss with you.  
= I want to discuss something with you.  
= I want to share something for you.
4. I've noticed that you're often late.  
= I have noticed that you always come late in the office.  
= I noticed that you have many absences from work.
5. Today, you didn't call the office even after 10 o'clock.  
= You're absent from work without prior notice.
6. It's a violation of our office regulations.  
= You're violating our office regulations.  
= You violated the regulations.
7. You need to be more professional.  
= I want you to be more professional.  
= You must observe professionalism.
8. I have to take action if your conduct is not changed.  
= I'm warning you to change for good.  
= You'll be terminated if you'll be late again.  
EX) We need to take necessary actions immediately.
9. You look a little depressed.  
= Why are you so weak?  
= What's bothering you?
10. What's the matter with you?  
= Is something wrong?  
= Do you have a problem?



上司や部下と会話するとき  
~ Talking with your boss or your staff ~



1. I think my work load is too heavy.  
= I think I'm having a hard time with my work load.
2. I'm working overtime almost everyday.  
= I'm pressured all the time.
3. I want you to assign jobs evenly and fairly.  
= I want even and fair allocation of work.
4. How's your work going?  
= How was your work?  
EX) Not very well. This job is very confusing.
5. This job is more than I can manage.  
= I can't manage this job any longer.
6. Would you like me to assign somebody to help you out?  
= Do you need help from somebody?  
EX) Yes, I need help to finish this job by the deadline.
7. I want to be transferred to another department.  
= Can I transfer to another department?
8. Aren't you satisfied with your work here?  
= Are you unhappy with your work here?
9. Tell me what the problem is.  
= Please tell me the problem.
10. We'll work it out so that you'll be more comfortable.  
= I'll help you get over this problem.
11. Do you have any trouble with your work?  
= Do you have any problems with your work?



人の評価・退職するとき  
~ Evaluation & Resignation ~



1. I'd like to discuss with you about your evaluation.  
= I'd like you to know about my assessment of your work.
2. This is your appraisal for this fiscal year.  
= This is how you worked throughout this year.
3. You've been doing some good work.  
= You did great in your work.  
EX) Thank you. I appreciate your recognition.
4. My work changed and I have more accounts now.  
= I have a lot of work now than before.
5. I'd like to request a raise.  
= I should be paid more than I receive.  
= I'll ask for an increase of my salary.
6. I'd like you to consider my promotion.  
= I'd like you to assess my performance for promotion.
7. What position are you hoping for?  
= What position do you expect?  
EX) I want to be a sales representative.
8. I need to tell you that I've decided to quit.  
= I have to tell you that I'm leaving the company.  
= What convinced you to resign?
9. What's the reason of your resignation?  
= Why have you decided to quit.
10. The company needs good employees like you.  
= We really need you.





人の評価・退職するとき  
~ Evaluation & Resignation ~



1. Skilled workers like you are very important in the company.  
= Your skills in micro processing are incomparable.
2. The company paid you enough for your work.
3. We didn't expect that you'll resign from work.
4. I think you have done nothing for the company.  
= We've decided to terminate you.
5. Your resignation will be a great loss for the company.
6. Are you sure you will resign from your job now?
7. We have no right to oppose your decision.
8. Please think about it many times before you decide.
9. I have here my resignation letter. I want to resign.  
= Please accept my resignation.

