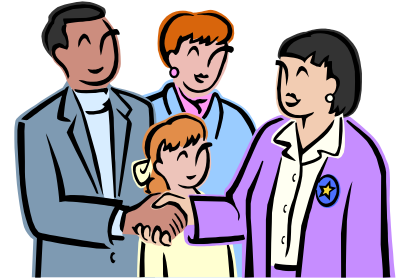


3-2 あいさつをする
~ Introduction ~
新任・退任のときのあいさつ
~ Introducing New Staff and Farewell to Old Staff ~



1. Let me introduce Mr. Nomura, our new staff member from Japan.
= Good morning everyone. This is Mr. Nomura, our new staff from Japan.
= I want you to meet Mr. Nomura from Japan.
2. This is Mr. Takada, the new manager of administration.
= I want you to meet our new manager, Mr. Takada.
3. Hello, everybody. My name is Hiroyuki Takada.
= Good morning everyone. I'm Mr. Hiroyuki Tanada.
4. **Mr. Takada, How shall we call you?**
= Please call me Hiro.
= You can call me Hiro.
= Just call me Hiro.
5. I'm very glad to meet everybody in the Administration Department.
= I'm very glad to meet everybody in this company.
= I'm so honored to meet all of you here in this company.
6. I was transferred to ABC Electric America from Tokyo.
= I was assigned to manage the new branch in Tokyo.
7. I've been in charge of administration for ten years.
= **I managed ABC Company for 10 years.**
8. **What do you usually do in the head office?**
= What is your work in the head office.
9. I'm handling the head office for 15 years.
10. I'm excited about working in the United States.
= **I'm thrilled to work in the United States.**
= I'm eager to work in the United States.

3-2 あいさつをする
~ Introduction ~
新任・退任のときのあいさつ
~ Introducing New Staff and Farewell to Old Staff ~



1. I'm looking forward to work with all of you.
= I look forward to see you all in Japan.
2. I was transferred back to Tokyo.
= I was reassigned to manage Tokyo branch.
3. I'm going to leave Los Angeles in a few days.
= I have only a few days left before I leave Los Angeles.
= I will be leaving for Los Angeles few days from now.
4. I had many good experiences here.
= I really enjoy working with you here.
5. I had very good time here, both professionally and personally.
= I'm so happy working with you.
= I really treasured my working experience here.
6. **It's been grateful to work with all of you here.**
= I'm very honored in working with you here.
7. I hope I can work with you again.
= **I hope we'll have a chance to work again together.**
= I hope we could work again together.
8. **I would like to thank all of you for the kindness and support.**
= Thank you so much for being good to me.
9. I hope to see you again, either in the United States or in Japan.
= I hope to see you again.

社員へ一言
~ Words to the Employee ~



1. It's been 20 years since ABC Food America was established.
= ABC Food America was established for 20 years.
= This company has 20 years of experience.
2. It's my great pleasure to celebrate this with all of you.
= I'm so honored to celebrate our success with all of you.
3. **We would never have today's success without the efforts of everybody.**
= We can't reach this high without your efforts. Thank you so much.
4. **I'd like to say thank you to everybody.**
= I'd like to give thanks to everybody who is here tonight.
5. Our advertisement for UZ-303 won "The Best Ad of the Year."
= Our advertisement for UZ-303 was awarded "The Best Ad of the Year."
= We won "The Best Ad of the Year". I'm very proud of you all.
6. This is a brilliant achievement for the company.
= We will celebrate this victory we have.
7. This is a team achievement.
= This is really a team-effort success.
8. I'd like to share this award with all of you.
= I'd like to congratulate all of you.
9. We won the largest share in the sales of digital cameras.
= We are now one of the world's best selling digital cameras.
10. We're leading the market in this category.
= Our product has the most number of demands in the market.



社員へ一言
~ Words to the Employee ~



1. We're enjoying great success in the PC business.
= We will celebrate for our success.
2. **But we shouldn't be contented with this success.**
= **But we can't stop on our success.**
= **We must work for the best**
3. We have to go on and stay number one.
= We must prove that we are really the number 1 in PC Business.
4. Mr. John Brown has been serving with the company for 20 years.
= Mr. Hall has 30 years of service in this company.
5. The president recognizes his contribution to the firm.
= His contributions were recognized by the President.
6. The president recognizes Ms. Rebecca Jones for her long service with the company.
= **The president gave "Loyalty Award" for the employees with 20 years in service.**
7. Mark has decided to leave the company to start his own business.
= Mark resigned in the company to put up his own business.
8. John is retiring at the end of this month.
= Mr. Willis will retire next month.
9. **We'll all miss him but wish him good luck.**
= We'll be missing him.
= Good luck Mr. Tanaka.
10. We'll never forget you.
= We won't forget you.



祝辞・お悔みなどをいう
~ Celebration & Condolence ~



1. Congratulations on your wedding!
= Congratulations on your engagement!
= Best wishes Ms. Takashi.
2. **Joanna and I will marry on June.**
EX) Congratulations! I hope you have a long and happy life together.
3. This is a wedding gift from all of us.
= Here's our wedding present to both of you.
4. We all chipped in to buy this.
= We've been looking for this gift just for you.
5. Congratulations on the birth of your child!
= Congratulations for your new baby.
6. Happy anniversary!
= My best wishes to your anniversary.
7. Let's make a toast!
= A toast for the new couple
8. Let me propose a toast to Nick.
9. Cheers!
= Cheers for everyone! For the success and good health we have.
10. I'm very sorry to hear that you are sick.
= I'm sad that you're sick.
11. I hope you'll get well soon.
= I hope you'll be fine soon.
= I hope for your quick recovery.





祝辞・お悔みなどと言う
~ Celebration & Condolence ~



1. Please try to cheer up and relax.
= Please have fun and be happy.
2. Don't worry about work.
= Just leave your work and think of your health first.
3. We'll back you up as much as possible.
= Anyway, you'll be back to work after you recover.
4. Congratulations on your recovery!
= Hi! Good to see you again.
= At last, you have recovered now.
5. I'm very happy to see you back to work.
6. I'm very sorry to hear that your mother passed away.
= **My condolence to you, please accept it.**
7. I sympathize with you.
8. Please accept my sympathy.
= **Please accept my condolence.**
= Please accept my sympathy.
EX) Thank you for your concern.
9. As I lost my father last year.
= I lost my parents now.
EX) I understand how you feel.
10. **It's sad that we've lost such a great person.**
= It's too bad that we've lost such a great person.
11. Try not to be depressed.
= Please cheer up now. It's not the end of the world yet.



お祝いの言葉
~ Words of Celebration ~



1. It's my great pleasure to speak today at the wedding of David and Linda.
= I'm so honored to speak for our newly wed couple.
= In behalf of the company, I wish you all the best in life.
2. David and I have been close friends since we joined ABC Corporation.
= David really was my close friend in the company.
3. We've been together in the company since it started.
= **We've had many experiences at work.**
- 4 He's a wonderful man with sincerity and a good sense of humor.
= He's the right man for our bride.
- 5 I wish this new couple the best of luck.
= I wish this new couple will enjoy their life together.
6. It's my great honor to say a few words to celebrate this occasion.
= I didn't expect that I will talk for the couple today.
7. I was excited to know that ABC Corporation has opened an office in Japan.
- 8 I'm confident that ABC Corporation will do great business here.
= I believe that ABC Corporation will achieve great success here.

お祝いの言葉
~ Words of Celebration ~



1. I'm looking forward of ABC Corporation's growth and prosperity in Japan
2. I believe that our new office will grow.
= I'm confident that this company will develop and grow in the future.
3. We've been planning to open a new branch in the U.S.
= The committee decided to open a new branch in the U.S.
4. We already conducted the feasibility study for the new branch.
= The study showed that the company has a big chance to grow.
5. The result of the study is satisfying and passed the required limit.
6. I'm excited to see our new office.
= I'm so glad to hear that we will open a new branch abroad.
7. Our new company is under construction, so we will move to our head office.
= I'm sorry for the inconvenience, but we have to move to our main branch.