

CAN-DO

原稿からおおまかな内容と要点を捉えることができる

Date

Class

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次の文章は、英語でのコミュニケーションについて述べられた発表の原稿です。読んで、質問に答えましょう。

Today, I will share some useful tips for communication in English. Do you want to communicate with your friends in English well? If so, try using abbreviations! These are “short forms” of longer words. For example, “ASAP” means “as soon as possible,” and “FYI” means “for your information.” “U.S.A.” is an abbreviation for “United States of America.”

Abbreviations are very helpful. They can save time. For example, writing “ASAP” is much faster than writing “as soon as possible.” Abbreviations can also save space. They are useful when you send short messages or post on social media. They make communication shorter and easier.

But you should be careful about using abbreviations in some situations. They are often not good for formal situations. If abbreviations are used in official emails or documents, some people might think you are not polite. Another situation is when some readers might not know an abbreviation. Not everyone understands them. Many older people may not be familiar with them. Using abbreviations can be confusing for them.

Abbreviations are useful, but they are not always the best choice. Good communication means thinking about the situation. Who do you want to communicate with? You need to think about the person. If you want to make your message clear, think about the other person’s feelings. Communication is not just about sending words; it is about understanding with others.

[228 words]

tip: ヒント abbreviation: 略語 form: 形 faster: 速い as soon as possible: できるだけ早く save: を節約する post: (インターネットに)載せる
formal: 正式の official: 公式の document: 文書

1. abbreviation について、a ~ d をそれぞれ以下の表に当てはめましょう。

- a with older people
- b to save space
- c to save time
- d for official documents

使うほうがよいとき	使わないほうがよいとき

2. この原稿が言いたいことはなんでしょうか。最も当てはまるものを1つ選び、記号に○を付けましょう。

- a Abbreviations are useful, but we shouldn't use them for communication.
- b Abbreviations are useful. To save time and space, we should use more abbreviations.
- c Abbreviations are useful but sometimes difficult to use. When you communicate with others, you should think about them.