

第 5 問 (配点 16)

You are an exchange student in the US. As part of your university’s community volunteer program, you will help organize a special conference for local businesses. You wrote this email to the professor in charge and received a reply.

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October 15, 2024

Event Plan

Dear Professor Ryan,

I am very happy to be the representative for the volunteer program. You mentioned that this event is to promote the local economy. I hope to work as a civil servant in the local development division after graduation, so this experience is very valuable for me. The conference schedule you requested is below.

Saturday, February 15, 2025

Time	Speaker & Title
9:45 a.m.	Opening address: Professor Henry Ryan
Morning theme: “Changing local traditions”	
10:00 a.m.	Presentation 1: Martin Faulkner Title: Starting an online business
11:00 a.m.	Break
11:15 a.m.	Presentation 2: Jane Brown Title: (undecided)
12:15 p.m.	Lunch
Afternoon theme: “Preserving local traditions”	
1:00 p.m.	Presentation 3: Sarine Schmidt Title: Handing down craftsmanship to younger generations
2:00 p.m.	Break

2:15 p.m.	Presentation 4: Dianne Moran Title: (undecided)
3:15 p.m.	Break
3:30 p.m.	Debate moderator: Tim McGregor Title: Change vs. conservation
4:30 p.m.	Closing address: Mayor Lesley Baker Title: (undecided)
4:45 p.m.	End

I would like you to confirm the following points:

- The conference will start at 9:45 a.m. and end at 4:45 p.m.
- The registration will close seven days before the event.
- The conference will be held in the Main Hall.
- Participants will park in the university parking area.

Below is a list of things that still need to be decided:

- Can we use the cafeteria for the lunch time reception?
- Have you received the speech titles for the mayor and the two remaining presenters?
- How will we arrange the tables and chairs for the debate?

The number of volunteers that can help with the conference isn't set yet. I'll send you the list as soon as possible.

This is my first time being on a committee like this, and I am rather anxious, so I would appreciate any advice you have.

I'm looking forward to assisting and attending the presentations.

With regards,

Student group representative
(University Volunteer Program)

October 17, 2024	
Re: Event Plan	
Dear representative and group members, Thank you for making the draft. You've done a really good job. The time schedule and order of events look good to me. The Main Hall worked really well as a venue last time. It has a good capacity for this type of event. As a university staff member, I can reserve it for free. Closing the registration seven days before the conference is too short. It doesn't give us time to prepare materials and send out information. You also mentioned parking. The university parking lot will be open for the event, so participants can use it without having a permit. With regard to the information you requested, I have received the remaining two presentation titles. One presenter is a local businessperson, who will talk about changes she has made in her company. The other presenter is a local chef. She will introduce recipes using locally grown mushrooms. I will update their presentation details on the schedule and send it back to you. Also, the mayor has provided a title for his closing speech, "Our town, our future." As for lunch, the cafeteria staff don't work on weekends, so we need to rethink it. Do you have any suggestions? I have attached a diagram for the debate seating arrangements. You will notice that there needs to be a small desk for the moderator in the center. There should be one table on each side of the moderator, and these tables should face slightly inward. As we have two debaters on each team, use the long tables. There isn't a lot of time to set up the stage for the debate, so you will need a few people to help carry the tables and chairs. Thank you for your assistance. Henry Ryan	
📎 Attachment: Debate set up diagram	

問 1 Based on your email, what is your overall worry about being on the volunteer program? 18

- ① A lack of event organizing experience
- ② Concerns about your presentation skills
- ③ The possibility of future employment
- ④ Your ability in writing English emails

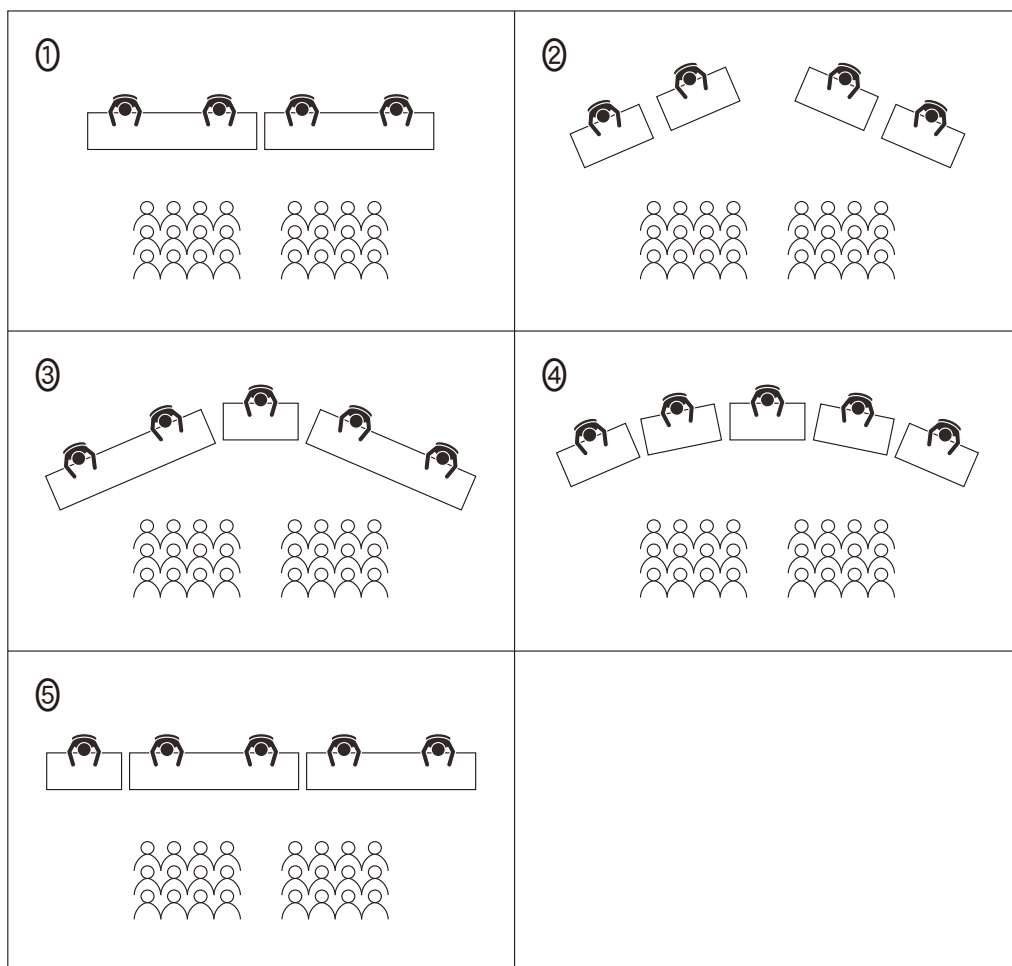
問 2 Which of these titles best match Professor Ryan's descriptions for Presentation 2 (19) and Presentation 4 (20) based on the morning and afternoon themes?

- ① Building a memorial statue of our town hero
- ② Dealing with local volunteers
- ③ Organizing cross-cultural events
- ④ Rediscovering the benefits of local food
- ⑤ Renovating the village church
- ⑥ Updating a traditional business model

問 3 Referring to Professor Ryan's reply, which of the following needs to be reconsidered? 21

- ① Conference registration
- ② Main Hall as the venue
- ③ Mayor's speech title
- ④ Opening and closing times

問 4 Which diagram best represents Professor Ryan's seating plan for the debate? 22



問 5 You will email Professor Ryan again. In your reply, which two pieces of information are you most likely to include?

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A : The cost of renting the conference venue

B : The local restaurants that can serve food

C : The names of the volunteers available

D : The number of parking permits needed

① **A and B**

② **A and C**

③ **A and D**

④ **B and C**

⑤ **B and D**

⑥ **C and D**