# CHAPTER 3　ビジネスチャットの文例と言い換え表現

## 1社内

### 81社内会議に少し遅れるとき（p. 274）

Rina

I’ll be up in 5 minutes. Sorry for the delay.

David

No problem. But I need to go by 11:45.

Rina

Ok! Sorry about that.

### 82今日の会議をキャンセルしたいとき（p. 275）

Nao

Do you mind if we skip our meeting today?

Ayumi

No problem.

### 83 クライアントとの予定を調整するとき（p. 276）

Kei

What’s your availability Mon to meet a client? The client is available between 2–4. Is that okay with you?

Hiro

I want to be back by 4 pm.

Kei

Sure.

### 84先ほどの〇〇を送ってほしい場合（p. 277）

Yoshi

Rika—what was that website that you mentioned? I’d love to pass it on to our creative team.

Rika

I’ll send it to you right away.

### 85明日の午前中に少し話したいとき（p. 278）

Jason

Are you around tomorrow morning? I need some advice before I go to a client meeting.

Emi

Sure. But can you share the related documents with me?

Jason

Of course. Will do in about an hour.

### 86折り返し電話をしてほしいとき（p. 279）

Emily

Can you give me a call sometime when you get this?

### 87事情があって、連絡はチャットにしてほしいとき（p. 280）

Nick

My laptop just ran out of battery, so please can you text me here if you need to?

Rika

Got it.

### 88仕事後の軽い一杯に誘いたいとき（p. 281）

Rob

If you fancy a quick beer downstairs, let me know.

Kaz

Thanks, but I have plans tonight. Next time!

Rob

Nice! Take care mate.

### 89 プレゼンどうでしたか？と確認する（p. 282）

Yuko

Hey, how did your sales presentation go? Word on the street is you knocked it out of the park.

Geno

Yes, it went really well! I’ll call you in a bit.

### 90 プレゼンがうまくいったと連絡する（p. 283）

Shifa

Great news. Our presentation went really well today, and clients loved it! Happy Friday!

Tony

Congratulations, that’s excellent news! Have a great weekend!

### 91社内でのパーティーのリマインド（p. 284）

Paul

Hello team! Just a quick reminder that we’re throwing a pizza party for your good work at 4:30 pm on Fri in the Presentation Room.

## 1 入れ替え表現（pp. 285-289）

### 社内会議に少し遅れるとき

I’m running late for today’s meeting, hopefully by only five minutes.

So sorry, my apologies.

It looks like we’ll be at your office about five minutes later than scheduled.

Apologies.

### 今日の会議をキャンセルしたいとき

Due to unexpected circumstances, we have to cancel our meeting today.

Due to unavoidable circumstances, I have no choice but to cancel our staff meeting today.

I’m sorry but I can’t make it to the meeting today.

I was really looking forward to seeing you, but I’ve got to go overseas on a business trip.

### クライアントとの予定を調整するとき

Hi Hiro, the client has two 30-minute slots available this Mon from 9−11 or Tues from 1−3.

When works best for you?

I’m available Mon 9−11 am and would be happy to talk more about it then.

Is there a day and time that works best for you this week?

### 先ほどの〇〇を送ってほしい場合

Would you please send me the document at your earliest convenience?

Hey Nick, just emailed you the proposal you asked for. Let me know if you have any questions. Thanks!

Thank you for chatting to Nick at Marcom Conference today. Out of 5 (5 being excellent) how would you rate our service today?

### 明日の午前中に少し話したいとき

Hey Emi, can I touch base tomorrow morning?

Hi, do you have time tomorrow morning to grab a coffee together?

I promise not to take too much of your time.

### 折り返し電話をしてほしいとき

Please call me ASAP.

You can call me at any time.

You can call me at your convenience.

Good evening, could you give me a ring when you receive my message?

### 事情があって、連絡はチャットにしてほしいとき

I’m in all-day training today. Please message me if you need me.

I’m busy right now, I’ll get back to you when I can.

Sorry, I can’t talk right now.

Hi, my phone battery ran out and I couldn’t find (or didn’t bring) my charger.

I know I told you yesterday I have the flu, but my fever is 41° and so I’m going back to bed.

### 仕事後の軽い一杯に誘いたいとき

Do you want to go out for a drink after work today?

Are you free for a drink tonight?

Would you like to grab coffee together sometime?

Why don’t we catch up over a cup of coffee?

### プレゼンどうでしたか？と確認する

How was your presentation today?

I’d love to hear how things went today.

Could you give me a quick status update by EOD?

### プレゼンがうまくいったと連絡する

My presentation was very well received today!

Clients loved what we presented!

I’ll get you the final number once we wrap up negotiations.

If Oscars were given for a job well done, I’d nominate this team. Kudos to the whole team!

### 社内でのパーティーのリマインド

Quick reminder for tomorrow’s meetup.

It would be great if you can all join. 4:30 pm in the Presentation room.

Don’t forget our party tomorrow at 5:30 pm.

If you can’t make it, reply to this message or call us on 010-555-5555.