

❶ 次の英文の内容を90～100字の日本語に要約せよ。句読点も字数に含める。

If you're invited to an event or if someone asks you for help, you will not always be able to or want to accept. If you have no interest in maintaining a good relationship with the person doing the inviting or requesting, then you can be pretty impolite in your refusal. But if the person you are refusing is someone you will have continued  
5 contact with, you might want to refuse without offending.

Suppose a volunteer of a community organization calls to ask you to help out at an annual event, but you don't want to. What would you say? There are two rather different types of response. The first sticks to very basic patterns, most often expressing regret and giving a vague reason, for example, "I'm sorry. I'm very busy."  
10 Such responses will be accepted, but the person making the request may have a bad impression. He may even assume the worst — that you do not like him, or that you think he shouldn't have made the request. On the other hand, some people add on some other kind of expression that explicitly indicates that they approve of what the volunteer is doing even though they are unable to help. These expressions include  
15 making alternative offers ("I've got other commitments right now. Is there a future event I could contribute to?"); stating the awareness that the event was worthwhile ("Sorry. I know it's a worthy cause but I already have too many commitments"); or thanking the person making the request ("Thanks for thinking of me but we have two toddlers who take up all our time.") In this way, while engaging in a negative act of  
20 refusing, at the same time you can affirm the appropriateness of the other person's request, which significantly reduces the sting of being refused.

(草稿用)
