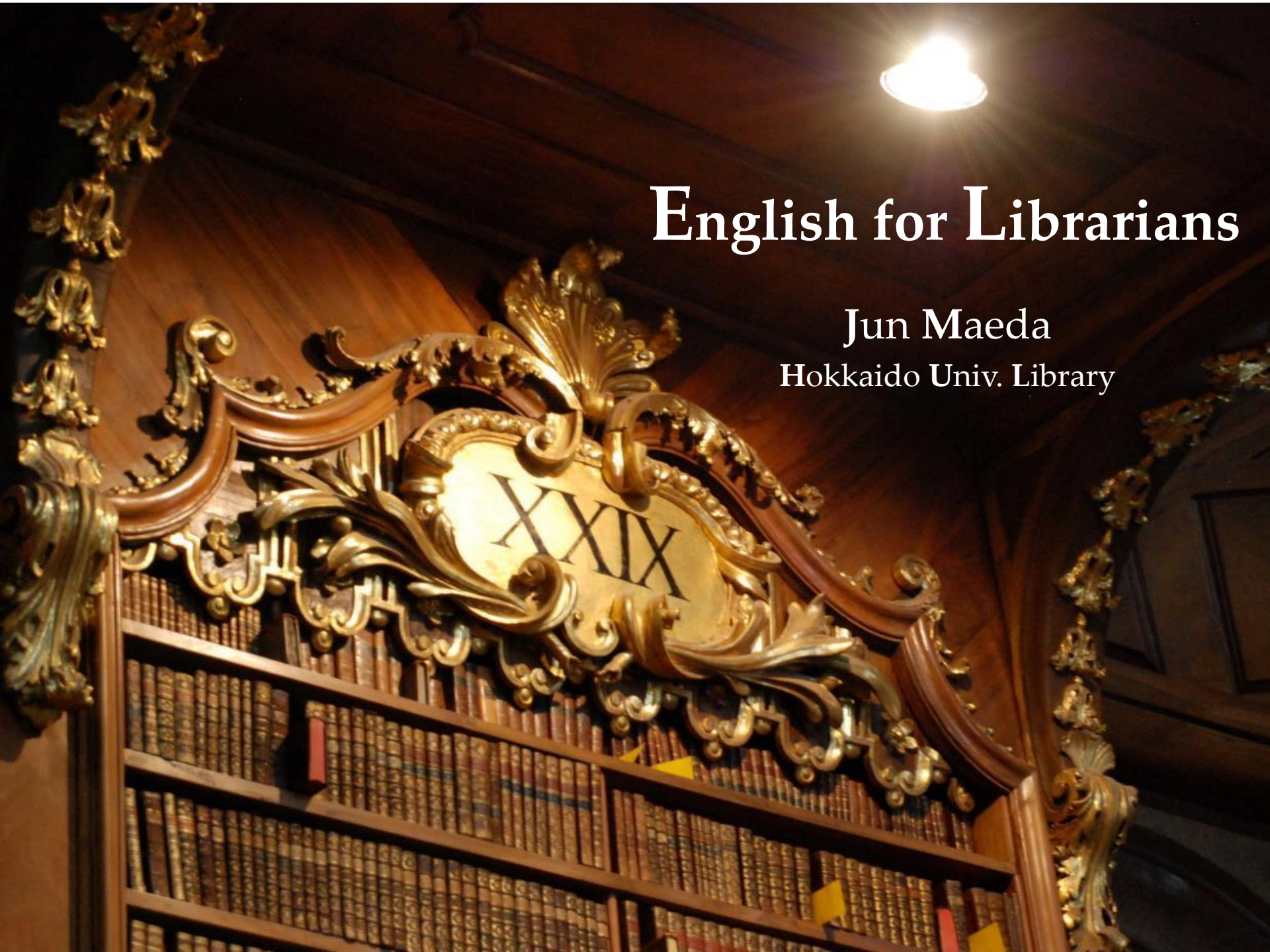
HOKKAIDO UNIVERSITY

Title	English for Librarians : 図書館職員向け実用英語講座
Author(s)	前田, 隼
Description	令和元年度国立大学図書館協会北海道地区協会助成事業 「明日から実践できる！図書館職員のための英語講座」. 2020年2月14日. 北海道大学附属図書館本館 4階大会議室, 札幌市.
Issue Date	2020-02-14
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Hokkaido University Collection of Scholarly and Academic Papers : HUSCAP



English for Librarians

Jun Maeda
Hokkaido Univ. Library

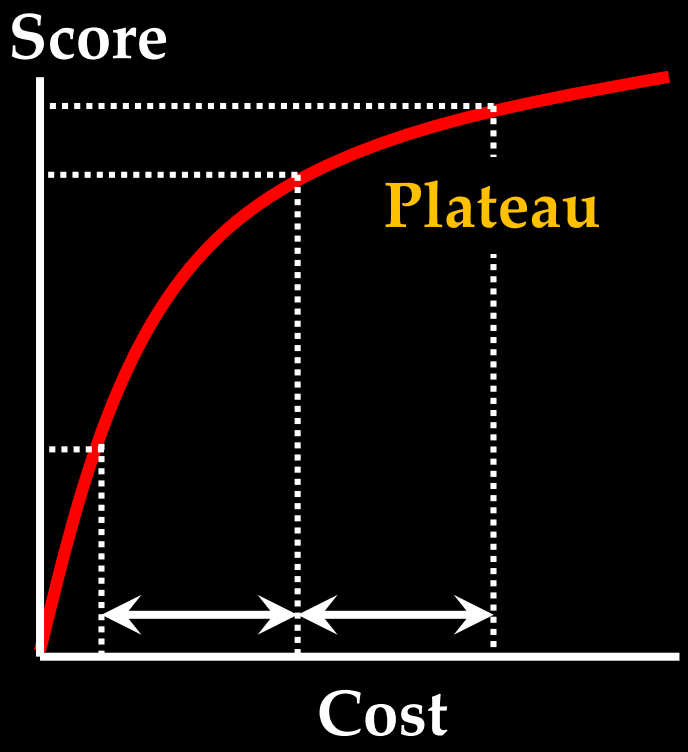
Aims and Scope

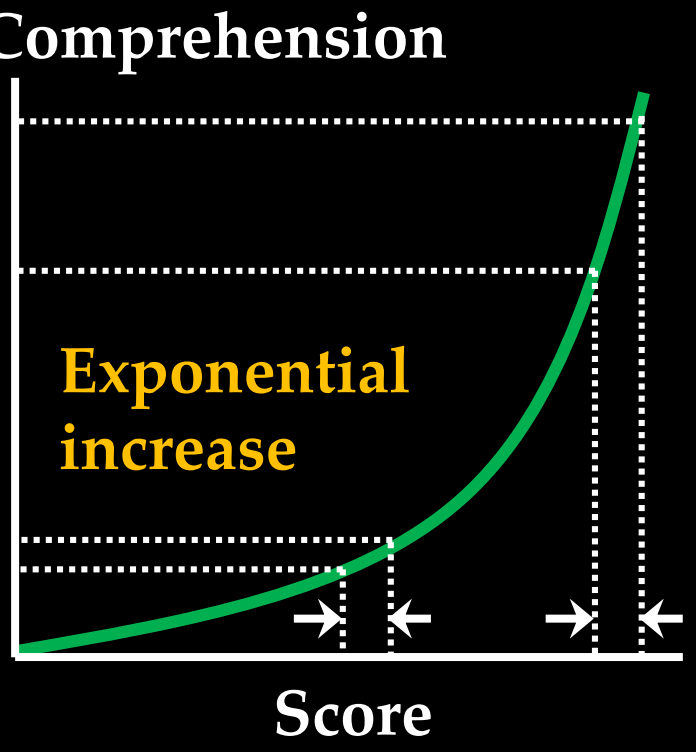
- ✓ Sharpen up your English
- ✓ Getting you to the fist step of the ladder
- ✓ Enabling you to respond to daily inquiry



TOEIC

TOEIC dilemma





The more you learn, the more you know.

v.s.

The nearer your destination, the more you're slip sliding away.
(Paul Simon, 1977)

Library English

Secret
（ポイント）

- ✓ 図書館用語を英語で覚えておく (words)
- ✓ 使いまわしできる表現を覚えておく (sentences)
- ✓ 「ゆっくり」「簡単に」を意識して伝える

What makes you being understood

Clear sentence > Precise Pronunciation

Simple sentence + Clear speech = Being understood

↑

Simple words



Vocabs

Learn the key words

Circulation desk

Open access

cataloging

retrieve

Institutional repository

Full-time equivalent (FTE)


開館時間
1/10
Opening hours
We are open from
8:30 am to 22 pm.


書庫
2/10
Closed stack


返却期限切れ
（延滞中）
3/10
Overdue


罰則
4/10
penalty


5/10
返却ポスト
Bookdrop


カウンター
6/10
circulation desk


7/10
所在
location


8/10
請求記号
call number


9/10
延長
renew


守ってね
10/10
due date
返却期限日


SÄULENSTIEGE
BURGHAUPTMANN-
SCHAFT 1.STOCK
BUNDESDENKMAL -
AMT 2.STOCK

Verbs

1. This issue was the topic of David's discussion.

2. This issue was the topic discussed by David.

3. David discussed the issue.

Be動詞は = (イコール)

A	=	B
主語	動詞	補語
The library	is	open.
They	are	librarians.



わかりやすい文

誰が　どうする　何を

Doer	Action	Goal
主語	動詞	目的語
The library	started	the support (for open access).



Simpler, easier

複雑で難しい

1. This issue = was the topic of David's discussion.

2. This issue = was the topic discussed by David.

シンプルでやさしい

3. David discussed the issue.

誰が　どうする　何を

誰が

The pilot, who arrived early at the airport because of the storm, examined the plane.

どうする　何を

3要素が離れていて
理解しづらい

The pilot examined the plane.

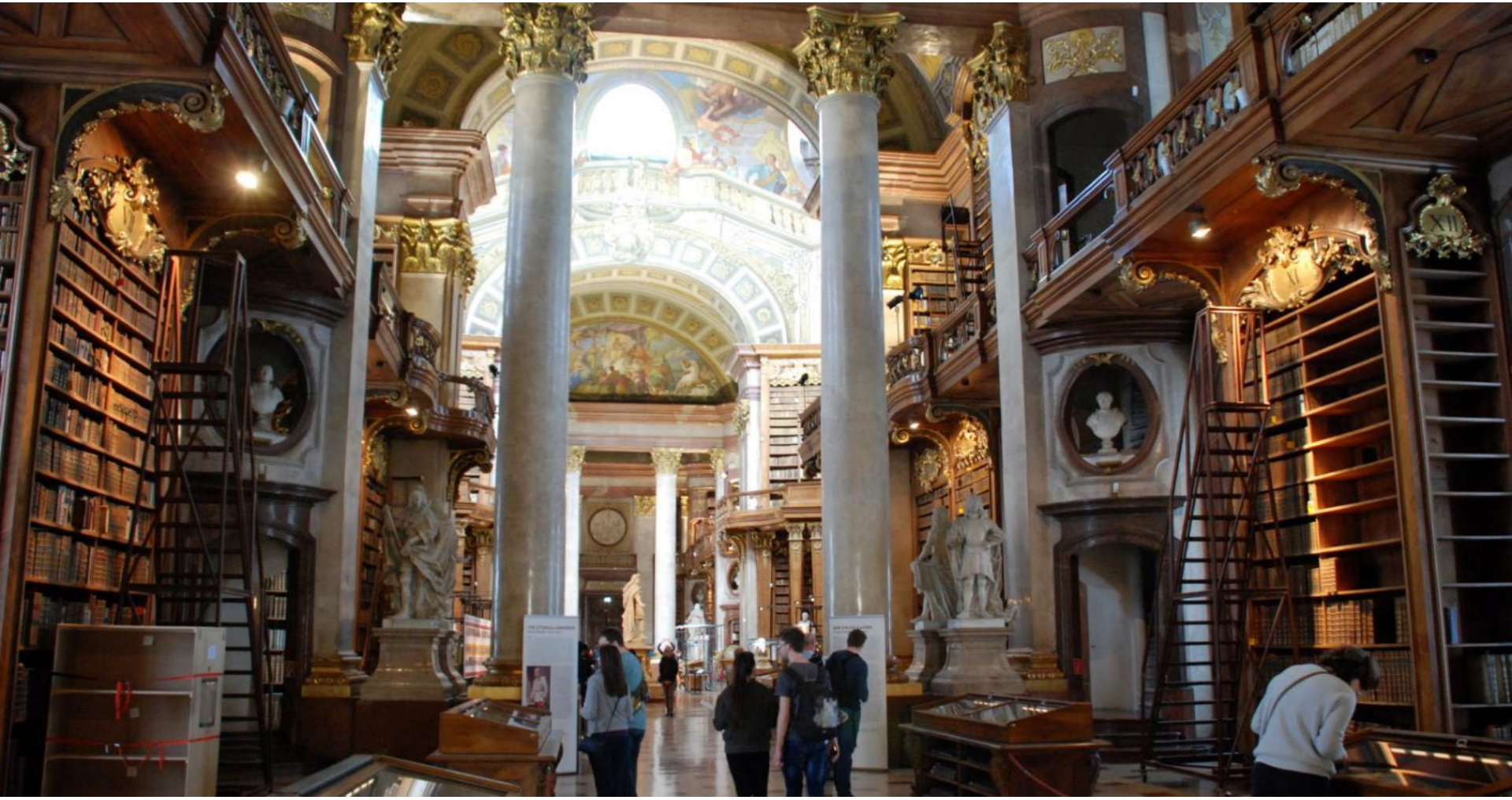
誰が　どうする　何を

3要素が近いので
伝わりやすい

The pilot examined the plane (that had been damaged by the storm).

Secret
（ポイント）

- ✓ Be動詞は＝
- ✓ 簡単，わかりやすい＝理解しやすい，されやすい
- ✓ 「能動態」を意識して伝える



Library English in Practice

（シーン別 会話例）

Secret
（ポイント）

- ✓ 図書館用語を英語で覚えておく (words)
- ✓ 使いまわしできる表現を覚えておく (sentences)
- ✓ 「ゆっくり」「簡単に」を意識して伝える

Reception / Registration

（受付/登録）

Hello, what can I do for you?

------ I want to use library.

Are you a member of this university?

------ No.

Then, please fill out this *form. (*application)

Can I see your photo ID (passport) ?

Thank you.

This is your one-day pass.
Please return the card when you leave the library.

Missing Book
（不明本）

Hello, how may I help you?

------ I don’t find this book on the shelf.

I will check it for you.
Please have seat here and wait a second.

I’m afraid to tell you this, but the book is missing.
Please write down your email address here.
I will inform you when I find the book.

Here you go.
Will you borrow it?
Or will you read it in the library?

Overdue Book
（延滞本）

Hello, what can I do for you?

------ I have an error with the lending machine.

I will check it for you.
Please have seat here and wait a second.

I’m afraid to tell you this, but you have overdue books.
You can borrow books after you return them.

Thank you for your understanding.

Borrowing Penalty
（罰則）

Hello, what can I do for you?

------ I have an error at the lending machine.

I will check it for you.

Please have seat here and wait a second.

I’m afraid to tell you this, but you have borrowing penalty until 18 March.

------ Why is that?

Because you had overdue books

Lending Books
（貸出）

------ I want to borrow these books.

Do you have student ID / a library card?

Thank you.

Thanks for waiting. This is the due date.
Have a nice day!

- You can also check out by yourself with self checkout machine (station).
- **You can also use self check out machine.**

Receiving Books
（返却）

Returning?

------ Yes.

Thank you.

------ Is that all?

That’s all. (That’s it)
Have a nice (lovely) day!

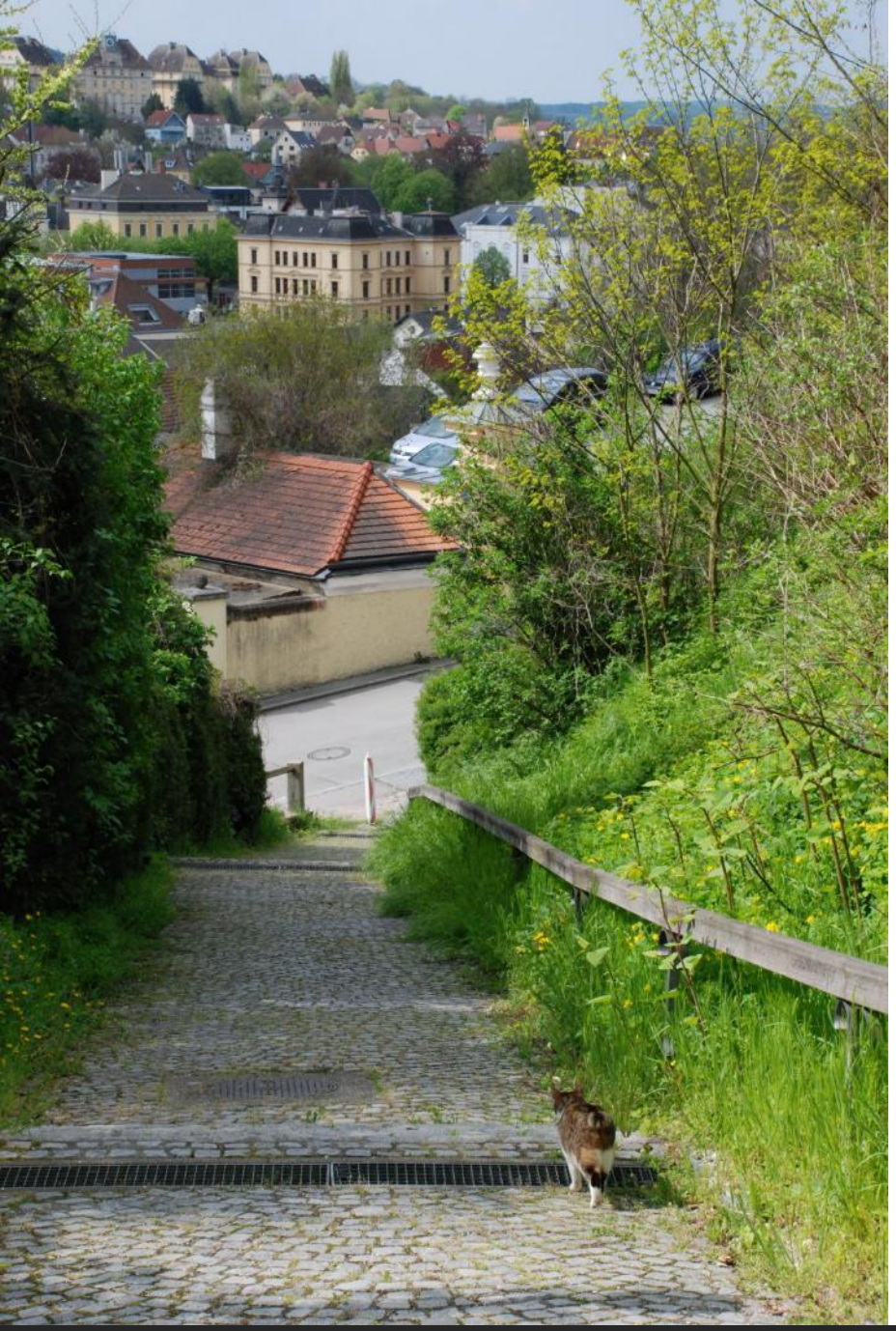
Receiving Books
（返却）

Returning?

------ Yes.

Thank you.

- You can also use book drops.
  It’s in the entrance.



Help users
（案内する）

Offering help
（声をかける）

May I help you?

What can I do for you?

Finding a book
（本の探し方を案内する）

First, please confirm the location and call number of the book with *quick look up PC.

(*catalogue computer)

Location tells you where to go, and the call number tells you what stack to look at.

Books are lined up by call number.

Call number is labeled in the spine of the book.

Narrowing Options
（本の探し方を案内する）

Filtering Item

Location
Central Library (300)
E Resource (165)
Environmental Earth Sc... (162)
Agriculture (64)
North Library (47)
+ More

Material Type
All Material Type
Books (525)
Audio Visual (1)
E-Book (147)
Journals (7)
E-Journal (18)
+ More

Year
2010-2019 (193)
2000-2009 (170)
1990-1999 (118)
1980-1989 (26)
1970-1979 (11)
+ More

Publisher
Cambridge University P... (66)
Springer (42)
Organisation for Econo... (31)
Organization for Econo... (21)

Results
Search keywor
Results:700ite

(newest) Display: 20 items

Select All | Display list of Selected Items | Send Mail | Output File | Export EndNote Basic | Export Mendeley

1. E-Book
Enhancing **Climate Change** Mitigation through Agriculture
: OECD Publishing , 2019/10/23

First, search the book with quick look up PC.

Then please confirm the location and call number of the book.

You can narrow the results by locations in the *left panel. (*upper, bottom, left, right)

3. Books



Resources and sustainable development in the Arctic / edited by Chris Southcott ... [et al.]
: hbk. - London ; New York : Routledge , 2019 . - (Routledge research in Polar Regions / series edited by Timothy Heleniak)
ID=2001748565 NCID=BB27300797

Location	Volume	Call No.	Barcode No.	Status	Comments	Print
Cent.Lib.,Closed Stacks ,Books(European Lang.)	: hbk	333.709/SO87	1380750927		SLV(スラブコレクション)	Print

Results: 1

TOP

4. Soil and climate / edited by Rattan Lal, B.A. Stewart

Closed stack
（書庫利用を案内する）

Where can I find this book?

It’s in the 4th floor in the closed stack.

First, please go up to the 4th floor and then turn right.

You will find stacks labeled 300.

Your books is 305.8.

If you have any problems, please let us know.

Closed stack

（書庫利用を案内する）

Where can I find this book?

It’s in the 4th floor in the closed stack.

This map tells you the location of each stack.

Your books is 305.8, so you will go like this.

If you have any problem, please let us know.
(Feel free to ask us/Don’t hesitate to ask us)

Coin-locker

（書庫利用を案内する）

Please put your bags into the coin-locker.

You need 100 yen coin and it is returned after use.

If you don’t have the coin, we will lend you.
Please fill out this form.

Here.
Please return it after use.

Copier
（コピー機を案内する）

Will you tell me where the copier is?

I’d be happy to!
It’s right over there.

New library card
（利用証作成）

Thanks for waiting.

Here is your library card. You can enter the library by scanning the card at the gate.

You can check out books with lending machines.

This card is valid until your graduation.

If you have any problem, please let us know.

That’s all. Any questions?

Useful Phrases

受け答えのフレーズ

Perfect
Excellent
Beautiful

別れのフレーズ

Have a nice day
Good day
See you

どういたしまして

You are welcome.

You are quite welcome.

It’s my pleasure.

いいですよ（依頼を受けて）

No problem
Sure


When in Difficult
Situation

聞き取れない...

聞いたら知らない単語で難しかったが,
見たら知ってるやさしい単語だった。

It's a grade A.

It's a gray day.



Please speak slowly. （ゆっくり話してください）


Please write it down. （書いてください）



Please say that again? （もう一度お願いします）

Can you say that again?

Will you repeat it?



You mean … ?　　（～ということですか）

you want to renew your book

これであってます（か？）

Is that correct?

--- Your name is John Maeda,
Is that correct?
--- Ah, no. Jun, J-U-N.

--- Correct.
(Yes, Right…)

Please send me an email.

Theory


Two Principles
P
B
M
BAUGESELLSCHAFT m.b.H.



The slower, the easier


The simpler, the easier

- ✓ 図書館用語を英語で覚えておく
- ✓ 使いまわしできる表現を覚えておく
- ✓ 「ゆっくり」「簡単に」を意識して
- ✓ 「誰が」「どうする」「なにを」で伝わる
- ✓ 聞き返す，書いてもらうなど逃げ道を用意しておく

Being Polite

申し訳ありませんが…

I am afraid (to tell you this) but …
I am sorry but …

the book is out of stack.



～してもらえますか？（依頼する）

Please could you… ?

（相手がやることになっている）

Will you be willing to…?

（お願いしにくいことをお願いする）

Would (Will) you be able to…?

（なんとかやってもらえないか）

It seems, appears（言いにくいことを伝える）

It seems (that) you have overdue books.
These books are ten days late.

Will you be willing to return it?
(Will you be able to return it?)

It’s our policy.

Apologise（謝罪する）

I am sorry for the inconvenience.

We sincerely apologise for any inconvenience caused.

Thank you for your patience.

もし～なら

If there's any problem, please feel free to ask us.

（何か問題があれば，ご遠慮なくお声がけください）

If you want to renew your library card,
please come to the circulation desk.

（もし利用証を更新したい場合は，カウンターまでお越しください）


Now, we are making a final approach!
Let's wrap up!

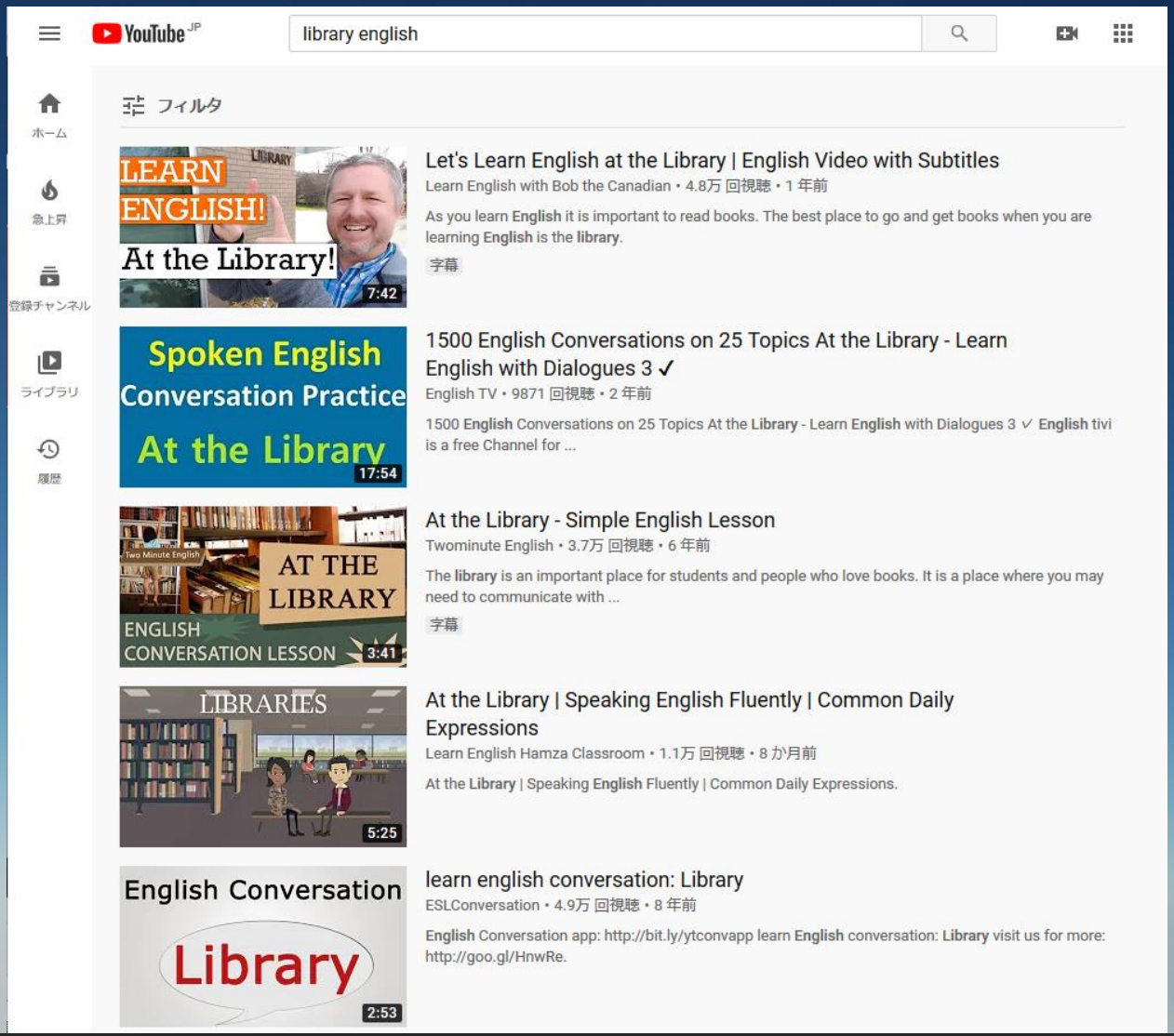
Wrap-up Quiz


Congratulations!
You have completed the course.

Keep Learning



YouTube


YouTube JP
library english
フィルタ
ホーム
急上昇
登録チャンネル
ライブラリ
履歴
LEARN ENGLISH!
At the Library!
7:42
Let's Learn English at the Library | English Video with Subtitles
Learn English with Bob the Canadian • 4.8万 回視聴 • 1 年前
As you learn English it is important to read books. The best place to go and get books when you are learning English is the library.
字幕
Spoken English
Conversation Practice
At the Library
17:54
1500 English Conversations on 25 Topics At the Library - Learn English with Dialogues 3 ✓
English TV • 9871 回視聴 • 2 年前
1500 English Conversations on 25 Topics At the Library - Learn English with Dialogues 3 ✓ English tivi is a free Channel for ...
Two Minute English
AT THE LIBRARY
ENGLISH CONVERSATION LESSON
3:41
At the Library - Simple English Lesson
Twominute English • 3.7万 回視聴 • 6 年前
The library is an important place for students and people who love books. It is a place where you may need to communicate with ...
字幕
LIBRARIES
5:25
At the Library | Speaking English Fluently | Common Daily Expressions
Learn English Hamza Classroom • 1.1万 回視聴 • 8 か月前
At the Library | Speaking English Fluently | Common Daily Expressions.
English Conversation
Library
2:53
learn english conversation: Library
ESLConversation • 4.9万 回視聴 • 8 年前
English Conversation app: http://bit.ly/ytconvapp learn English conversation: Library visit us for more: http://goo.gl/HnwRe.


FROM THE ACADEMY AWARD-WINNING DIRECTOR OF SLUMDOG MILLIONAIRE AND THE WRITER OF LOVE ACTUALLY
YESTERDAY
JUNE 28


STEVEN SPIELBERG PRESENTS
BACK TO THE FUTURE
A ROBERT ZEMECKIS FILM

東京外国語大学言語モジュール

01: 挨拶する

JA | EN | 01.挨拶する | パターン3

アイルランド英語 | 日本語 | 発音 | 語彙 | A Aileen | B Seamus | 状況表示



B ☑Oh hi Aileen,
ああ、やぁアイリーン。
☑how's it going?
調子はどう？

A ☑Grand!
元気よ！
☑I haven't seen you in ages!
久しぶりね！

B ☑I know, I've been up to my eyes at work.
そうだね。ずっと仕事にかかりきりだったからね。

A ☑Really?
本当？
☑I thought you were due a holiday around now.
今頃あなたは休暇を過ごしていると思ったわ。

B ☑I know, I am,
そう。休みなんだけど、
☑but it'll have to wait till after this project.
このプロジェクトが終わるまでお預けかな。
☑But anyway, how are you keeping?
それよりも、君はどうしているんだい？

A ☑Fine, I suppose.
順調よ、たぶん。
☑Enjoying this finer spring weather.
すてきな春の陽気を楽しんでいるわ。

B ☑It's great to see a stretch in the day, isn't it?
日が伸びてよかったよね。

A ☑Definitely!
そうね！
☑Well let's meet up for a walk down the pier or something some evening after work.
そうだ。仕事の後、いつの日か夜に桟橋かどこかに散歩に行きましょうよ。

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Now it's your turn !

The runway is cleared for take-off !

English for Librarians

END



Thank you for your attention

