

No.1

From: Laura Bennett <laura.bennett@greenfield-museum.com>

To: Evan Turner <evan.turner@unite-mail.net>

Date: May 14

Subject: Your volunteer work at our museum

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Dear Evan,

Thank you for applying to join our weekend volunteer program at the Greenfield Museum. We are happy to tell you that you have been accepted. As this will be your first time working with us, I would like to give you some information before your first day. The program is designed for students who want to learn more about history and art, and we hope this experience will help you prepare for your future studies.

Your main work will be to guide visitors in the new exhibition room. You will receive a short training session on Saturday morning, and after that, you will help answer simple questions from guests. There will always be a staff member near you, so please do not worry if you are unsure about something. We also ask volunteers to check the condition of the displays and report anything strange to the staff.

At the end of each volunteer day, we will have a short meeting to review what went well and what we can improve. If you need to change your schedule, please contact us by phone or e-mail at least one day before your shift. Any changes on that day are not accepted. We look forward to working with you and hope you enjoy your time at the museum.

Thank you,

Laura Bennett

(Q1) Why did Evan apply for the program?

1. Because he wants to study history and art in the future.
2. Because he has worked at the museum many times before.
3. Because he was asked by a friend to join the program.
4. Because he needed a part-time job near his school.

(Q2) What will Evan do during the program?

1. Teach visitors how to make art in a workshop.
2. Guide visitors and check the displays in the exhibition room.
3. Clean the museum after it closes each day.
4. Work alone without support from museum staff.

(Q3) What should Evan do if he wants to change his schedule?

1. Visit the museum office early in the morning.
2. Ask another volunteer to take his place.
3. Change it on the museum's website.
4. Contact the museum at least one day before his shift.

解答

(Q1) 1

(Q2) 2

(Q3) 4

日本語訳

エヴァン様

グリーンフィールド博物館の週末ボランティアプログラムにご応募いただき、誠にありがとうございます。採用決定いたしました。初めての活動となりますので、初日前にいくつかご案内させていただきます。このプログラムは、歴史と芸術について学びたい学生を対象としており、この経験が将来の学習への準備に役立つことを願っています。

主な仕事は、新しい展示室での来場者の案内です。土曜日の午前中に短い研修を受け、その後は来場者からの簡単な質問に答えていただきます。常にスタッフが近くにおりますので、ご不明な点がございましたらご安心ください。また、展示物の状態を確認し、何か異常な点があればスタッフにご報告いただくようお願いいたします。

ボランティア活動終了時には、活動の成果と改善点を確認するための短いミーティングを行います。スケジュールの変更が必要な場合は、シフト開始日の少なくとも前日までに電話またはメールでご連絡ください。当日の変更は受け付けておりません。皆様とご一緒にお仕事できることを楽しみにしております。博物館で楽しいひとときをお過ごしいただければ幸いです。

ありがとうございます。

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