

No.2

From: Daniel Morris <daniel.morris@city-youth-center.org>  
To: Lily Howard <lily.howard@unite-mail.net>  
Date: July 8  
Subject: About your volunteer orientation

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Dear Lily,

Thank you for signing up for our summer volunteer program at the City Youth Center. We are happy to welcome you as one of our new members. Since this is your first time joining our activities, I would like to share some information about the orientation next week. Many high school students participate every year, and we hope this experience will help you learn new skills and get some useful tips for you.

During the orientation, you will meet the staff and other volunteers. We will explain the different tasks, such as helping children with homework, preparing materials for events, and guiding visitors inside the building. You will also take a short tour of the center so that you can understand how each room is used. If you have any questions, please feel free to ask the staff at any time.

After the orientation, we will send you a schedule for your volunteer days. If you need to change your shift, please contact us by e-mail at least two days before the date. Same-day changes are not accepted. We also ask all volunteers to check their e-mail regularly because we sometimes send important updates. We look forward to working with you this summer.

Thank you,  
Daniel Morris

(Q1) Why did Daniel send this e-mail to Lily?

1. Because she wants to work as a full-time staff member.
2. Because she asked to stop volunteering this summer.
3. Because she will join the volunteer program for the first time.
4. Because she visited the center many times before.

(Q2) What will Lily do during the orientation?

1. Teach children how to use computers.
2. Take a tour and learn about volunteer tasks.
3. Clean the rooms used for summer events.
4. Work alone without meeting other volunteers.

(Q3) What should Lily do if she wants to change her shift?

1. Call the center on the morning of her shift.
2. Visit the center and talk to staff directly.
3. Send an e-mail at least two days before the date.
4. Change it through the volunteer website.

解答

(Q1) 3

(Q2) 2

(Q3) 3

日本語訳

リリー様

市立青少年センターの夏季ボランティアプログラムにご登録いただきありがとうございます。新しいメンバーとしてお迎えできることを大変嬉しく思います。活動への参加は初めてのことですので、来週のオリエンテーションについてご案内いたします。毎年多くの高校生が参加しており、この経験を通して新しいスキルを習得し、役立つヒントを得ることができれば幸いです。

オリエンテーションでは、スタッフや他のボランティアの方々とお会いします。お子様の宿題のサポート、イベントの資料準備、館内への来館者案内など、様々な業務についてご説明いたします。また、各部屋の使い方を理解していただくために、センター内を短時間見学していただきます。ご不明な点がございましたら、いつでもお気軽にスタッフまでお尋ねください。

オリエンテーション終了後、ボランティア活動日程表をお送りします。シフトの変更が必要な場合は、少なくとも2日前までに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。また、重要なお知らせをお送りする場合がございますので、ボランティアの皆様には定期的にメールをご確認くださいようお願いいたします。この夏、皆様とご一緒できることを楽しみにしております。

ありがとうございます。

ダニエル・モリス