

Write an Email・Academic Discussionで使える表現、意味、例文

自分の立場を示す (Stating your position)

使う場面: Academic Discussion

表現	意味	例文
☐ In my view,	私の考えでは	In my view, first-year students should be required to live on campus.
☐ From my perspective,	私の視点から見ると	From my perspective, online classes work best for students who already have strong study habits.
☐ I firmly believe that	私は～だと強く信じている	I firmly believe that schools should teach basic financial skills.
☐ I strongly agree that	～に強く賛成する	I strongly agree that cities should invest more in public transportation.
☐ I am inclined to think that	どちらかといえば～だと思う	I am inclined to think that a shorter school week would hurt younger students.
☐ As far as I am concerned,	私に関して言えば	As far as I am concerned, the benefits of social media outweigh the risks.
☐ It seems to me that	私には～のように思える	It seems to me that most students choose a major too early.
☐ My position is that	私の立場は～だ	My position is that homework should be optional in elementary school.
☐ I would argue that	～だと主張したい	I would argue that public libraries are more important now than ever.
☐ I am convinced that	～だと確信している	I am convinced that group projects prepare students for real jobs.
☐ When it comes to	～に関して言えば	When it comes to learning a language, daily practice matters more than talent.
☐ Personally,	個人的には	Personally, I prefer studying in a quiet library to studying at home.
☐ I tend to agree with the idea that	～という考えにおおむね賛成だ	I tend to agree with the idea that uniforms reduce peer pressure.
☐ There is no doubt that	～であることは疑いない	There is no doubt that smartphones have changed how teenagers communicate.

理由を述べる (Giving reasons)

使う場面: Email・Academic Discussion

表現	意味	例文
☐ This is mainly because	これは主に～だからだ	Many students skip breakfast. This is mainly because their first class starts too early.
☐ The main reason is that	主な理由は～だ	The main reason is that students learn faster when they teach each other.
☐ The primary reason for this is	その第一の理由は～だ	The primary reason for this is the high cost of living near campus.

表現	意味	例文
☐ One reason is that	理由の一つは～だ	One reason is that remote work saves employees hours of commuting.
☐ Another reason is that	もう一つの理由は～だ	Another reason is that small classes allow more questions.
☐ This is because	これは～だからだ	Some companies ban phones in meetings. This is because people stop listening.
☐ due to	～のために (名詞が続く)	The event was canceled due to heavy rain.
☐ owing to	～のおかげで・～のために	Owing to budget cuts, the library now closes at 6 p.m.
☐ since	～なので	Since most students work part-time, evening classes are very popular.
☐ given that	～を考えると	Given that tuition keeps rising, students need more scholarship options.
☐ in light of	～を踏まえて	In light of the new research, the school changed its start time.
☐ That is why	だから～なのだ	Exercise improves focus. That is why I think schools need longer breaks.
☐ for the simple reason that	～という単純な理由で	I support the policy for the simple reason that it saves time.
☐ What makes this important is that	これが重要なのは～だからだ	What makes this important is that habits formed in college often last for life.
☐ I say this because	こう言うのは～だからだ	I say this because I saw the same problem in my own high school.

詳しく説明する (Explaining in more detail)

使う場面: Academic Discussion

表現	意味	例文
☐ In detail,	詳しく言うと	In detail, the program pairs each new student with an older mentor for one semester.
☐ To be more specific,	より具体的に言うと	To be more specific, students spend about two hours a day on social media.
☐ In other words,	言い換えると	In other words, the rule protects students who cannot afford new devices.
☐ That is to say,	つまり	Teachers should be facilitators. That is to say, they should guide rather than lecture.
☐ To put it another way,	別の言い方をすれば	To put it another way, cheap food is not really cheap if it makes us sick.
☐ What I mean is that	私が言いたいのは～ということだ	What I mean is that students need time to rest, not just more classes.
☐ More specifically,	より具体的には	More specifically, the app reminds users to review words they missed.
☐ To elaborate,	詳しく述べると	To elaborate, part-time jobs teach time management in a way classes cannot.
☐ Put simply,	簡単に言えば	Put simply, the policy costs more than it saves.

表現	意味	例文
☐ This means that	これは～ということの意味する	This means that students would lose their only chance to practice speaking.
☐ In particular,	特に	In particular, first-generation students benefit from extra advising.
☐ Specifically,	具体的には	Specifically, the survey found that most users quit within a week.
☐ Namely,	すなわち	Two groups would benefit most, namely commuters and working parents.
☐ The point is that	要するに～ということだ	The point is that technology should support teachers, not replace them.

例を挙げる (Giving examples)

使う場面: Email · Academic Discussion

表現	意味	例文
☐ For example,	例えば	For example, my cousin learned to code entirely through free online courses.
☐ For instance,	例えば	For instance, many museums now offer free virtual tours.
☐ To illustrate,	例を挙げて説明すると	To illustrate, a student who reads 20 minutes a day finishes about 15 books a year.
☐ such as	～のような	Outdoor activities such as hiking and cycling reduce stress.
☐ A good example of this is	その良い例が～だ	A good example of this is Finland, where students have very little homework.
☐ Take ... as an example.	～を例に取ろう	Take my high school as an example. It banned phones, and grades went up.
☐ In my experience,	私の経験では	In my experience, study groups work only when someone sets clear goals.
☐ When I was in high school,	高校生の頃	When I was in high school, our teacher let us choose our own project topics.
☐ like	～のように	Small changes, like turning off notifications, can improve focus.
☐ including	～を含めて	The club offers many activities, including weekend hikes and film nights.
☐ Consider	～を考えてみよう	Consider how much time students spend commuting to campus each week.
☐ Imagine	～を想像してみてほしい	Imagine a student who has to work 30 hours a week while studying full-time.
☐ to name a few	いくつか挙げると	Cafes, libraries, and parks, to name a few, all offer free Wi-Fi now.
☐ As an illustration,	一例として	As an illustration, the city's bike-sharing program cut car trips by a noticeable amount.

情報を付け加える (Adding a point)

使う場面: Email · Academic Discussion

表現	意味	例文
☐ In addition,	さらに	In addition, living on campus makes it easier to join clubs.
☐ Moreover,	その上	Moreover, the new schedule gives teachers more time to plan.
☐ Furthermore,	さらに	Furthermore, online courses let students review lectures as often as they need.
☐ Also,	また	Also, public transportation is better for the environment.
☐ On top of that,	それに加えて	On top of that, the program is completely free for students.
☐ Besides,	それに	Besides, most students already own a laptop.
☐ What is more,	しかも	What is more, the library stays open until midnight during exams.
☐ Not only ... but also	～だけでなく～も	Not only does exercise improve health, but it also boosts concentration.
☐ Along with	～と並んで	Along with lower costs, remote work offers more flexibility.
☐ As well as	～と同様に	Tutors help with writing as well as with test preparation.
☐ Another point to consider is	考慮すべきもう一つの点は～だ	Another point to consider is the cost of maintaining the new buildings.
☐ Equally important,	同様に重要なのは	Equally important, students need someone to talk to when they struggle.
☐ Additionally,	加えて	Additionally, I would like to ask whether the deadline can be extended.
☐ Not to mention	～は言うまでもなく	The commute is long, not to mention expensive.

対比・譲歩する (Contrasting and conceding)

使う場面: Academic Discussion

表現	意味	例文
☐ However,	しかし	Some people think homework is useless. However, it builds discipline.
☐ On the other hand,	一方で	Living alone is expensive. On the other hand, it teaches responsibility.
☐ Although	～ではあるが	Although online classes are flexible, many students feel isolated.
☐ Even though	たとえ～でも	Even though the plan costs more, it will save money in the long run.
☐ While	～である一方	While technology helps, it cannot replace a good teacher.
☐ Nevertheless,	それにもかかわらず	The rule is unpopular. Nevertheless, it keeps students safe.
☐ Despite	～にもかかわらず	Despite the high cost, many families choose private tutoring.
☐ In contrast,	対照的に	City schools have large classes. In contrast, rural schools are often very small.
☐ Instead,	その代わりに	Schools should not ban phones. Instead, they should teach students to use them wisely.
☐ Admittedly,	確かに	Admittedly, the policy will be difficult to enforce at first.

表現	意味	例文
☐ It is true that ..., but	確かに～だが	It is true that dorms are expensive, but they save students time and travel costs.
☐ That being said,	とはいえ	Online learning is convenient. That being said, it requires strong self-control.
☐ Even so,	それでも	The new library is far from the dorms. Even so, students use it every day.
☐ Rather than	～するよりむしろ	Rather than banning junk food, schools should offer healthier options.
☐ Whereas	～であるのに対し	Some students like group work, whereas others prefer to study alone.
☐ Conversely,	逆に	Strict rules can reduce cheating. Conversely, they can also reduce trust.

他の学生の意見に反応する (Responding to classmates)

使う場面: Academic Discussion

表現	意味	例文
☐ I agree with ... that	～の～という意見に賛成だ	I agree with Kelly that living on campus helps students make friends.
☐ I understand ...'s point about ..., but	～の～についての指摘は理解できるが	I understand Andrew's point about cost, but the benefits are worth it.
☐ While ... makes a good point,	～の指摘ももっともだが	While Maria makes a good point about safety, I think the rule goes too far.
☐ Building on ...'s idea,	～の考えを発展させると	Building on Daniel's idea, schools could also offer weekend workshops.
☐ ... raises an interesting point, but	～は興味深い点を挙げているが	Emily raises an interesting point, but she overlooks the cost to taxpayers.
☐ I see where ... is coming from, but	～がそう言う理由はわかるが	I see where Jason is coming from, but not every student can afford a laptop.
☐ Unlike ..., I believe that	～とは違い、私は～だと思う	Unlike Sarah, I believe that exams are still the fairest way to measure learning.
☐ I partly agree with ..., but	～に部分的には賛成だが	I partly agree with Tom, but I think the rule should apply only to younger students.
☐ Like ..., I think	～と同じく私も～だと思う	Like Kevin, I think teachers should give fewer but better assignments.
☐ ... overlooks the fact that	～は～という事実を見落としている	Andrew overlooks the fact that many dorms offer financial aid.
☐ What ... does not mention is	～が触れていないのは～だ	What Lisa does not mention is how long the training would take.
☐ To add to ...'s argument,	～の主張に付け加えると	To add to Chris's argument, smaller classes also reduce noise and stress.
☐ I would go further than ... and say	～よりさらに踏み込んで～と言いたい	I would go further than Anna and say that the policy should be national.
☐ Both ... and ... make valid points, but	～も～も妥当な点を挙げているが	Both Kelly and Andrew make valid points, but I lean toward Kelly's side.

結果を示す (Showing results)

使う場面: Email・Academic Discussion testpracticelab.com/toefl-writing-transition-words-ja/ · © testpracticelab

表現	意味	例文
☐ As a result,	その結果	The cafeteria added healthy options. As a result, fewer students eat off campus.
☐ Therefore,	したがって	The bus is often late. Therefore, students should be allowed some flexibility.
☐ Consequently,	結果として	Prices rose sharply. Consequently, many students moved back home.
☐ Thus,	このように	The test is shorter. Thus, students have less time to recover from mistakes.
☐ As a consequence,	その結果として	As a consequence, the city had to close two libraries.
☐ This leads to	これは～につながる	Less sleep leads to lower grades and more stress.
☐ This results in	これは～という結果になる	Skipping practice results in slower progress.
☐ Because of this,	このため	Because of this, many students never ask for help.
☐ For this reason,	こうした理由から	For this reason, I think the school should keep the program.
☐ so	だから	The library was full, so we studied in a cafe.
☐ Hence,	それゆえ	The data is incomplete. Hence, the conclusion may be wrong.
☐ which means that	つまり～ということだ	The deadline moved up, which means that we have only two days left.
☐ In turn,	今度はそれが	Better sleep improves focus, and focus, in turn, improves grades.
☐ As a result of	～の結果として	As a result of the new policy, attendance went up.

比較する (Comparing)

使う場面: Academic Discussion

表現	意味	例文
☐ Similarly,	同様に	Libraries offer quiet space. Similarly, study cafes give students a place to focus.
☐ Likewise,	同じように	Teachers need feedback. Likewise, students need clear goals.
☐ In the same way,	同じように	In the same way, companies benefit when workers rest.
☐ Compared to	～と比べると	Compared to ten years ago, students today read far fewer printed books.
☐ Just as ..., so	～と同じように～も	Just as athletes need rest, so do students before exams.
☐ Unlike	～とは違って	Unlike traditional classes, online courses can be taken at any time.
☐ much more ... than	～よりはるかに～	Group study is much more effective than studying alone for some subjects.
☐ By comparison,	それに比べて	Bikes are cheap to maintain. By comparison, cars cost thousands each year.

表現	意味	例文
☐ the same is true of	～についても同じことが言える	Exercise improves mood, and the same is true of spending time outdoors.
☐ is far better than	～よりずっと良い	Learning by doing is far better than memorizing rules.

条件・仮定 (Conditions and what-ifs)

使う場面: Academic Discussion

表現	意味	例文
☐ If ..., then	もし～なら、～	If schools start later, then students will sleep more.
☐ Unless	～しない限り	Unless the city adds more buses, traffic will keep getting worse.
☐ As long as	～する限り	Phones are fine in class as long as students use them for research.
☐ Provided that	～という条件で	Remote work can succeed, provided that teams meet regularly.
☐ Otherwise,	そうでなければ	Students need breaks. Otherwise, they lose focus quickly.
☐ In that case,	その場合	Some students cannot attend in person. In that case, recorded lectures help.
☐ Without	～がなければ	Without clear rules, group projects become unfair.
☐ If this happens,	そうなれば	Funding may be cut. If this happens, the program will close.
☐ Even if	たとえ～でも	Even if the course is optional, most students would take it.
☐ Suppose that	～と仮定しよう	Suppose that every student had a personal tutor. Grades would rise quickly.

強調する (Adding emphasis)

使う場面: Academic Discussion

表現	意味	例文
☐ Indeed,	実際	Sleep matters. Indeed, it may matter more than extra study hours.
☐ In fact,	実は	Many people think cycling is slow. In fact, it is often faster in city traffic.
☐ Above all,	何よりも	Above all, students need teachers who believe in them.
☐ Most importantly,	最も重要なのは	Most importantly, the policy protects students' mental health.
☐ Clearly,	明らかに	Clearly, the old system is not working.
☐ Obviously,	当然	Obviously, no single rule will solve the problem.
☐ It is worth noting that	～は注目に値する	It is worth noting that the program is already used in several countries.
☐ Especially	特に	Especially for younger students, routine is very important.
☐ Undoubtedly,	疑いなく	Undoubtedly, the internet has made research easier.
☐ The key point is that	重要な点は～ということだ	The key point is that students learn best when they are curious.

順序立てる (Ordering your points)

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表現	意味	例文
☐ First of all,	まず第一に	First of all, I want to thank you for your quick reply.
☐ To begin with,	まず	To begin with, uniforms save families money.
☐ Firstly, / Secondly,	第一に / 第二に	Firstly, the plan is cheap. Secondly, it is easy to start.
☐ Next,	次に	Next, I would like to ask about the meeting time.
☐ Then,	それから	We could meet at the library. Then, we could go to the lab together.
☐ After that,	その後	After that, I will send you the final draft.
☐ Finally,	最後に	Finally, I would appreciate it if you could confirm the date.
☐ Lastly,	最後に	Lastly, the program builds confidence.
☐ To start with,	まずは	To start with, the room is too small for our group.
☐ At the same time,	同時に	At the same time, we should listen to students' concerns.
☐ Meanwhile,	その間に	I will finish the slides. Meanwhile, could you check the data?
☐ Before that,	その前に	Before that, I need to finish my lab report.

まとめる (Wrapping up)

使う場面: Academic Discussion

表現	意味	例文
☐ Overall,	全体として	Overall, the benefits of the program clearly outweigh the costs.
☐ For these reasons,	これらの理由から	For these reasons, I support Kelly's view.
☐ That is why I believe	だから私は～だと考える	That is why I believe schools should start later.
☐ All things considered,	すべてを考慮すると	All things considered, online learning is a good option for adults.
☐ In the end,	結局	In the end, the choice should belong to the students.
☐ Ultimately,	最終的には	Ultimately, a good teacher matters more than any technology.
☐ To sum up,	要約すると	To sum up, uniforms save money and reduce pressure.
☐ In short,	要するに	In short, the plan is cheap, fast, and fair.
☐ In conclusion,	結論として	In conclusion, I believe the city should invest in bike lanes.
☐ This is why	これが～する理由だ	This is why I would choose the second option.
☐ On balance,	総合的に見て	On balance, the rule does more good than harm.
☐ Taking everything into account,	あらゆる点を考えると	Taking everything into account, I would support the proposal.

メール専用の表現 (Email-only phrases)

使う場面: Email

表現	意味	例文
☐ I am writing to	～の件でご連絡しました	I am writing to ask about the summer research program.

表現	意味	例文
☐ I am writing about	～についてご連絡しました	I am writing about a used textbook I bought last week.
☐ I hope this message finds you well.	お元気でお過ごしのことと存じます	Dear Professor Kim, I hope this message finds you well.
☐ I would like to	～したいと思います	I would like to request a short extension on my essay.
☐ Could you please	～していただけますか	Could you please tell me when the office opens?
☐ Would it be possible to	～することは可能でしょうか	Would it be possible to move our meeting to Friday?
☐ I would appreciate it if you could	～していただけると幸いです	I would appreciate it if you could send me the reading list.
☐ Unfortunately,	残念ながら	Unfortunately, I will not be able to attend the meeting on Monday.
☐ The problem is that	問題は～ということです	The problem is that the heater in my room stopped working.
☐ As you may know,	ご存じのとおり	As you may know, the project is due next Friday.
☐ I was wondering if	～かどうかと思いまして	I was wondering if there are any spots left in the workshop.
☐ In addition to this,	これに加えて	In addition to this, I would like to know the total cost.
☐ As a result of this,	このため	As a result of this, I missed the first two classes.
☐ I would be happy to	喜んで～します	I would be happy to help with the event setup.
☐ Please let me know if	～でしたらお知らせください	Please let me know if you need any more information.
☐ Thank you for	～ありがとうございます	Thank you for your help with my application.
☐ I look forward to	～を楽しみにしております	I look forward to hearing from you.
☐ Thank you in advance for	あらかじめお礼申し上げます	Thank you in advance for your time.
☐ If it is not too much trouble,	もしご面倒でなければ	If it is not too much trouble, could you check my registration?
☐ I apologize for	～をお詫び申し上げます	I apologize for the short notice.