

Term 1: May 2015 - IB1 Class Contents – Week 3

Agenda

- 1. WARM-UP: 10 Business Abbreviations
 - 2. REVIEW: 10 OPENING phrases
 - 3. LEARN: 7 PURPOSE phrases
 - 4. Homework Assignment
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REVIEW: BUSINESS VOCABULARY: **ABBREVIATION Check**

ABBREVIATION	Full Name
1. FYI	For your information
2. BTW	By the way
3. ASAP	As soon as possible
4. JST	Japan Standard Time
5. FY	Fiscal Year
6. TBD	To be determined/ To be decided
7. ETA	Estimated Time of Arrival
8. THX	Thanks
9. RE:	Regarding or About
10.N/A	Not Applicable

REVIEW: OPENING line phrases for Email

10 KEY Opening phrases:

- Ex. Dear Mr. Smith,
- 1. We hope you are enjoying the season.
- 2. I hope all is well.
- 3. I trust you and your coworkers are fine.
- (Means: I trust = I believe)
- 4. I trust you are doing fine and enjoying the season.
- 5. Greetings from all of us at D + M.
- 6. Greetings to you and your coworkers.
- 7. It is a pleasure to be in touch with you again. (Means: I am happy to contact you again.)
- 8. I hope you enjoyed your trip to ____.(place)
- 9. Welcome back to work! I hope you had a wonderful vacation.
- 10. I hope this letter finds you well. (Means: I hope you are fine.)

LEARN: PURPOSE Email Phrases

- 7 KEY PURPOSE phrases :
- 1. I am writing this email about...
- 2. I am writing this email regarding...
- 3. I am writing in regards to....
- 4. I am writing with regard to
- 5. I am writing this email to inquire about....
- 6. The reason why I am writing this email is....
- 7. The reason why I am writing is I would like some information regarding....

Examples

- 1. **I am writing this email about** the new part.
- 2. **I am writing this email regarding** the updated specifications.
- 3. **I am writing in regards to** your question about the software bug.
- 4. **I am writing this email with regard to** our meeting yesterday.

- Note: **with regard to** = about
- Note: **in regards to** = about
- Note: **regarding** = about

- 5. **I am writing this email to inquire about** the revised specifications.
- 6. **The reason why I am writing this email is** I would like to change the schedule.
- 7. **The reason why I am writing is I would like some information regarding** the international meeting on June 30th.

Today's Email Technique

- (1) **Opening** phrase + (2) **Purpose** phrase with TOPIC.
- **Example 1:**
- Dear Mr. Smith,
- **I hope this letter finds you well.** (1)
- **The reason why I am writing is** I have a question about the project schedule. (2)

- **Example 2:**
- Dear Mr. Smith,
- **Greetings from all of us at D + M Japan.**(1)
- **I am writing to you in regards to** our new plan for the China factory.(2)

Homework:

- 1. Make 5 original combinations using today's technique:
- (1) **OPENING** phrase + (2) **PURPOSE** phrase with TOPIC
- 2. If possible, try to make combinations that are related to your work.
- 3. Please type and printout your homework.
- 4. Bring your 5 original combinations to class next week.
- Good luck!

----- End of Lesson -----