

## Term 1: May 2015 - IB1 Class Contents – Week 4

### Agenda

- 1. WARM-UP: 10 Business Abbreviations
  - 2. REVIEW: 7 PURPOSE phrases
  - 3. CHECK: HOMEWORK
  - 4. LEARN: 7 Business REPLY Email phrases
  - 5. LEARN: 3 Apologizing REPLY Email phrases
  - 6. LEARN: 8 Apologizing REASON phrases
  - 7. Homework Assignment
- 

### REVIEW: ROUND 2: 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: 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 30<sup>th</sup>.

## 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)

## **CHECKED: 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!

## LEARN: Business REPLY Email Phrases

- **10 Key phrases**
- **Dear Mr. Smith,**
- 1. Thank you for your email regarding...
- 2. Thank you for your email dated....
- 3. With regard to your email on.....
- Note: with regard to means “about”
- 4. I received your email on....
- 5. Thank you for your reply.
- 6. Thank you for your inquiry.
- **Note: inquiry** means “question”
  
- 7. Thank you for informing us about...
- 8. Thank you for letting us know about...
- **Note: informing us** means “telling us”
- **Note: letting us know** means “telling us”
  
- 9. Thank you for your information regarding...
- 10. Thank you for your prompt reply.
- Note: **prompt** means “quick”

## Now, let's look at some examples!

- Examples:
- Dear Mr. Smith,
- 1. **Thank you for your email regarding** the new specifications.
- 2. **Thank you for your email dated** June 5, 2015.
- 3. **With regard to your email on** June 7<sup>th</sup>, I will send you the information that you requested as soon as possible.
- 4. **I received your email on** June 10, 2015.
- 5. Thank you for your reply.
- 6. Thank you for your inquiry.
  
- Now, let's look at some more examples!
- **Dear Mr. Smith,**
- 7. **Thank you for informing us about** the new schedule.
- 8. **Thank you for letting us know about** the updated specifications.
- 9. **Thank you for your information regarding** our new project.
- 10. Thank you for your prompt reply.

## Dates and numbers CHECK:

Example #1: Correct: June 22<sup>nd</sup> → Incorrect: June 22<sup>th</sup>

Example #2: Correct: July 31<sup>st</sup> → Incorrect: July 31<sup>th</sup>

Example #3: Correct: August 3<sup>rd</sup> → Incorrect: August 3<sup>th</sup>

**Key Point #1:** Make sure you write the correct ending “letters” when you write dates in your emails!

**Key Point #2:** Please study this chart and double check your understanding!

1 <sup>st</sup>	11 <sup>th</sup>	21 <sup>st</sup>
2 <sup>nd</sup>	12 <sup>th</sup>	22 <sup>nd</sup>
3 <sup>rd</sup>	13 <sup>th</sup>	23 <sup>rd</sup>
4 <sup>th</sup>	14 <sup>th</sup>	24 <sup>th</sup>
5 <sup>th</sup>	15 <sup>th</sup>	25 <sup>th</sup>
6 <sup>th</sup>	16 <sup>th</sup>	26 <sup>th</sup>
7 <sup>th</sup>	17 <sup>th</sup>	27 <sup>th</sup>
8 <sup>th</sup>	18 <sup>th</sup>	28 <sup>th</sup>
9 <sup>th</sup>	19 <sup>th</sup>	29 <sup>th</sup>
10 <sup>th</sup>	20 <sup>th</sup>	30 <sup>th</sup>
		31 <sup>st</sup>

## LEARN: 3 Apologizing Reply Email Phrases

- 3 KEY phrases:
- Dear Mr. Smith,
- 11. I apologize for my late reply. + REASON
- 12. Sorry for my late reply. + REASON
- 13. I apologize for the delay in replying. + REASON
- Note: It is good to include your REASON when you apologize.

## LEARN: 8 Example REASONS

- 1. I was **in meetings all day** yesterday.
- 2. I **just got back from my business trip** to China.
- 3. I **took a day off** yesterday.
- 4. My **computer was down** on Monday.
- 5. I was **a little under the weather** last week.
- (Note: **under the weather** = sick)
- 6. I was **out of the office** yesterday.
- 7. I was **on vacation** last week.
- 8. I was **on a business trip to China**.

## TECHNIQUE: Apologize Reply + Reason

- Examples:
- 11. I apologize for my late reply. **I was in meetings all day yesterday.**
- 12. Sorry for my late reply. **I was out of the office on Monday.**
- 13. I apologize for the delay in replying. **I was a little under the weather last week.**

## Homework:

- Directions:
- 1. Make **3** original emails using today's **BUSINESS REPLY** email phrases.
- 2. If possible, try to make original emails that are related to your job or work.
- 3. Make **3** original emails using today's **APOLOGIZING** reply email phrases including your reason.
- 4. Good luck!