

Term 1: May 2015 - IB1 Class Contents – Week 6

Agenda

- 1. REVIEW: Last week's key vocabulary
 - (Business vs. Standard words and phrases)
 - 2. REVIEW: 10 INFORMING Phrases
 - 3. REVIEW: 2 INFORMING Phrases-Bad cases
 - 4. COLLECT: Homework Assignment
 - 5. LEARN: 12 ENDING phrases
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REVIEW: Business vs. Standard words and phrases

Business	Standard
1. inform	• 1. say or tell
2. prompt	• 2. quick
3. effective from	• 3. beginning from
4. as of	• 4. beginning from
5. required to	• 5. must
6. We <u>regret</u>	• 6. We are <u>sorry</u>
7. due to	• 7. because
8. discontinue	• 8. stop
9. Pleased	• 9. very happy
10. quick note	• 10. 1-point email

REVIEW: INFORMING Email phrases

- 10 KEY INFORMING phrases:
- 1. I would like to inform you that....
- 2. I am very happy to inform you that....
- 3. This is to inform you that....
- 4. Please be informed that....
- 5. I am pleased to announce....
- Note: pleased = **very happy**

EXAMPLES:

- 1. **I would like to inform you that** we will start our project from September 1st.
- 2. **I am very happy to inform you that** our sales have increased this year.
- 3. **This is to inform you that** we will have a meeting next Monday at 10 am.
- 4. **Please be informed that** our office will be closed from August 11th to 16th.
- 5. **I am pleased to announce that** our company will be launching our new product on August 7th.
- Now, let's look at more "Informing" email phrases!
- 6. Please be advised that....
- Note: **advised** = informed
- 7. Just a quick note to let you know that....
- Note: **quick note** = short **1 - point** email
- 8. Effective from.....
- Note: Effective from = **beginning from**
- 9. As of
- Note: As of = **beginning from**
- 10. I would like to let you know that....
- Note: let you know = **inform you**

EXAMPLES:

- 6. **Please be advised that** our team will visit your company on August 11th.
- 7. **Just a quick note to let you know that** the meeting will start at 10 am tomorrow.
- Note: **quick note** = short **1 - point** email
- 8. **Effective from** August 1st, all employees are required to come to the office at 8:30 am. (Note: required to = **must**)
- 9. **As of** August 5th, I will be transferring to the San Diego office.
- 10. **I would like to let you know that** I will be taking a vacation from August 11th to 15th. I will return to the office on August 18th.

For Bad News Cases

- 11. **We regret to inform you that....**
- Note: **regret** = sorry
- 12. **I regret to inform you that....due to** + reason.

- **Examples:**
- 11. **We regret to inform you that** we will discontinue our product as of July 1st.
- 12. **I regret to inform you that** I will not be able to attend tomorrow's meeting due to my business trip to Korea.

➤ **Today's Email Technique:**

➤ **Opening phrase + Informing phrase:**

➤ **Example 1: Opening phrase + Informing phrase**

➤ Dear Mr. Smith,

➤ I hope this letter finds you well.

➤ **I would like to inform you that** our company will launch our new product on August 1st.

➤ **Example 2: Opening phrase + Informing phrase**

➤ Dear Mr. Smith,

➤ Greetings from all of us here at D + M.

➤ **I am pleased to announce that** we are going to have a meeting with our client next week to discuss next year's plan.

➤ **Example 3: Opening phrase + Bad News Informing phrase:**

➤ Dear Mr. Smith,

➤ I hope you are enjoying the season.

➤ **I regret to inform you that** I will not be able to attend tomorrow's meeting due to another meeting I have at 10 am.

CHECKED Homework:

➤ 1. Write 3 original **informing** emails using: **Opening** phrase + **Informing** phrase.

➤ 2. Write 3 original **Bad news** emails using: **Opening** phrase + **Bad news Informing** phrase.

➤ Total: 6 original emails

➤ 3. Try to make some examples that are related to your work or job.

➤ 4. Be sure to **PRINTOUT** your homework.

➤ 5. Good luck!

LEARN: ENDING Email phrases

➤ **12 KEY ENDING phrases:**

➤ **1. Your prompt reply is very much appreciated.**

➤ **(For quick reply)**

➤ **2. I look forward to hearing from you soon.**

➤ **(For quick reply)**

- 3. I look forward to your reply.
- 4. If you **require** any **further** information, please feel free to contact me.
- Note: **require** = need **further** = more
- 5. If you have any questions, please don't hesitate to contact me.
- 6. I would appreciate your **immediate attention** to this **matter**. Thank you for your cooperation.
- Note: **immediate attention** = quick action
- Note: **matter** = situation / subject
- 7. I look forward to seeing you on Thursday, August 21st at 1 pm.
- 8. I would appreciate it if you could please send me your reply **by August 17th at 5 pm, Japan Standard Time. Your cooperation is greatly appreciated.**(For DEADLINE reply)
- 9. **Since** we are on a tight schedule, if possible, please send me your reply **no later than August 22nd at 5 pm (JST).** Thank you for your cooperation. (For DEADLINE reply)
- Note: **no later than** = by
- Note: **since** = because

- 10. **Thank you for your understanding.**
- (For BAD news emails)

- **2 Key Phrases when you ask for: (help / assistance / request cases)**
- 11. **Thank you for your help and assistance.**
- 12. **I really appreciate your help.**

Homework:

No Homework this week!

Have a nice week!