

Introducing Yourself in an E-mail

メールで自己紹介をする

OBJECTIVES

⋮ To refer to an earlier e-mail
⋮ 以前のEメールに言及する

⋮ To take an initiative
⋮ 主導権を握る

⋮ To indicate where you were born
⋮ 自分の出生地を示す

EXERCISE 1 Read the following article aloud.

次の記事を声に出して読みましょう。

To : Cathy Shuler, Brett Holman, Pia Dunn, Ron Bronsky, Nick Tela
From : Ravi Singh
Subject : Marvin's Deli ad campaign - new project team member
Date : November 2

Dear all,

As you saw in Mr. Foley's e-mail earlier this morning,
he's asked me to be part of the Marvin's Deli campaign project team.
While I know I'll be seeing you at our meeting on Monday,
I thought I'd go ahead and introduce myself now by e-mail.

My name is Ravi Singh.

I'm originally from Los Angeles,
but I moved to Toronto right after graduating from university.

I love graphic art and music,
and on my days off I go to a lot of art galleries and concerts.

I've been here at the Toronto branch of Nevin & Meyers
for the past three years.

During that time, I've worked on a number of advertising projects
for regional retail chains, most recently Mickelson's Furniture.

I'm looking forward to working with you all. See you next Monday morning.

Best regards,
Ravi Singh

EXERCISE 2

Fill in the blanks and read the dialogue.
空欄を埋めて、ダイアログを読みましょう!

To : Cathy Shuler, Brett Holman, Pia Dunn, Ron Bronsky, Nick Tela
From : Ravi Singh
Subject : Marvin's Deli ad campaign - new project team member
Date : November 2

Dear all,

__ __ __ in Mr. Foley's e-mail earlier this morning,
he's asked me to be part of the Marvin's Deli _____ project team.
_____ I'll be _____ you at our meeting on Monday,
I thought I'd __ _____ and introduce myself now by e-mail.

My name is Ravi Singh.
I'm _____ from Los Angeles,
but I _____ to Toronto _____ graduating from university.
I love graphic art and music,
and on my _____ I go to a lot of art galleries and concerts.

I've been here at the Toronto _____ of Nevin & Meyers
for the _____ three years.
_____, I've worked on _____ advertising projects
for regional retail chains, most recently Mickelson's Furniture.
I'm _____ working with you all. _____ next Monday morning.

Best regards,
Ravi Singh

FOLLOW UP QUESTIONS | 関連情報

Question 1

» Who is Ravi Singh's employer?

Answer 1

- a. A restaurant chain
- b. A furniture dealer
- c. An advertising firm
- d. A concert promoter

Question 2

» What will Ravi Singh do next week?

Answer 2

- a. Attend a gallery opening
- b. Transfer to another branch
- c. Meet with a project team
- d. Graduate from university

EXERCISE 3

Practice speaking using the following scenarios.
それぞれの状況に沿って、スピーキングを練習しましょう!

Talk 1

You work for a consulting firm. A client, Mr. Snell at Kohl Fashions, sent an e-mail to your team asking you to submit some recommendations one week earlier than the original deadline. You're now talking to a team member (your teacher) about the new deadline. Refer to the e-mail and say the team will need to adjust the project schedule to meet the new deadline.

Talk 2

You work in the marketing department. One of the staff members in the accounting department will transfer to your department soon. He (your teacher) will officially start in the marketing department on Monday, but you think it would be helpful for him to have the departmental schedule before then. Introduce yourself and tell him you've decided to take an initiative and give him the schedule now.

Talk 3

You have been transferred to the Singapore branch of your company. Introduce yourself to your co-workers (your teacher) and talk about your background. Be sure to say where you're from.

WORDS & PHRASES

単・熟語表現の紹介

» while ~ / ~だが » right / すぐに » day off / 休日 » work on ~ / ~に取り組む » regional / 地域の
» retail / 小売店 » a number of / たくさんの » Best regards / 敬具 (手紙・メールなどの通信文の結辞)

HOMEWORK

Writing 1

A co-worker of yours, Gina Laramie, has announced that she has decided to leave at the end of the month. Write an e-mail to your co-workers and suggest organizing a farewell party for Gina. Refer to Gina's e-mail in your message.

Writing 2

Your company is planning to launch a new line of skin cream, called Luxoskin. Your boss, Mr. Nolan, has asked you to join the project team for a marketing campaign for Luxoskin. You'll meet with the rest of the team on Friday, but you'd like to introduce yourself now. Write an e-mail to the other team members Using your real name and background.