

Asking for Information

情報提供を求める

OBJECTIVES

To request an action
行動を起こすことを求める

To ask for information
情報提供を求める

To indicate when information is needed
情報がいつ必要か示す

EXERCISE 1

Read the following article aloud.
次の記事を声に出して読みましょう。

To : Sandra Chang
From : Paula Young
Subject : Trip to Lisbon
Date : August 12

Dear Sandra,

I hope you are doing well.

I have to give a talk at a conference in Lisbon next month,
and I would like you to look into flight and hotel reservations for me.

The conference takes place on September 19 and 20.

I'd like to fly from Glasgow to Lisbon on September 18 and stay there
for three nights, then return to Glasgow on September 21.

I would prefer a direct flight if possible.

I'd also like to stay at a hotel close to the airport,
since the event site is located nearby.

Could you let me know the cheapest available flight and hotel options
for those dates?

I would like to finalize the details by next week,

so I would appreciate it if you could send me the requested information
by the end of this week.

Sincerely yours,
Paula Young

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 : Sandra Chang
From : Paula Young
Subject : Trip to Lisbon
Date : August 12

Dear Sandra,

I hope you are _____ well.

I have to give a talk at a conference in Lisbon next month,
and I would like you to _____ flight and hotel reservations for me.

The conference takes place on September 19 and 20.

I'd like to fly from Glasgow to Lisbon on September 18 and _____
for three nights, then return to Glasgow on September 21.

I _____ a direct flight if possible.

I'd also like to stay at a hotel close to the airport,
since the event site is located _____.

Could you _____ the cheapest available flight and hotel options
for those dates?

I would like to finalize the details by next week,
so I would appreciate it if you could send me the requested information
_____ of this week.

Sincerely yours,
Paula Young

FOLLOW UP QUESTIONS | 関連情報

Question 1

» Who most likely is Sandra Chang?

Answer 1

- a. A travel agent
- b. A hotel manager
- c. An event planner
- d. A conference speaker

Question 2

» When does the conference end?

Answer 2

- a. September 18
- b. September 19
- c. September 20
- d. September 21

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 have prepared a report for a meeting tomorrow.
Request that your assistant (your teacher) make six copies for you.

Talk 2

You need to have a contract translated from Japanese into English.
The document is eight pages long.
Ask a translator (your teacher) how long it will take to translate the contract.

Talk 3

Your company is planning to build a new warehouse.
You are speaking to a possible contractor (your teacher) on the phone.
Ask him to prepare a detailed bid and submit it to you.
Tell him that you need the information by November 30.

WORDS & PHRASES | 単・熟語表現の紹介

- » take place / 開催される » if possible / もし可能なら » site / 場所 » located / 位置している
» available / 可能な、入手できる » option / オプション、選択肢 » would appreciate it if ~ / もし~なら有り難いです
» Sincerely yours / 敬具

HOMework

Writing 1

You are preparing a presentation on sales for the past quarter.
You need to obtain data for different sales regions.
Write an e-mail to the western region sales representative,
Amy Hanks, requesting that she provide you with sales data for the past quarter.

Writing 2

You have ordered 10 copies of a new business book, *Negotiating Techniques That Work*, from a publisher. You expected them to arrive by today but you have not received them yet.
Write an e-mail to the publisher asking for information about when they will arrive.