



Making recommendations

推薦する

OBJECTIVES

- ⋮ To refer to previous correspondence ⋮ To refer to a distinguishing feature ⋮ To indicate a change of plans ⋮
- ⋮ 以前の通信文に言及する ⋮ 特筆すべき点について触れる ⋮ 計画の変更について知らせる ⋮

EXERCISE 1 Read the following article aloud. 次の記事を声に出して読みましょう。

To : Gail Holland
From : Noel Reese
Subject : Stamford Hotel
Date : February 3, 2013

Hi Gail,

In response to your question about Portland hotels,

I'd recommend the Stamford Inn. It really exceeded my expectations when I stayed there during last year's trade show.

The Stamford was specifically designed to cater to business travelers, and has outstanding amenities and services. It also provides a complimentary shuttle service to the convention center.

The hotel's round-the-clock business center was particularly useful.

I nearly ran out of pamphlets during the trade show.

I was planning to print more at the convention center,

but the printing service there was too slow.

I rushed back to the Stamford, where the staff helpfully printed the pamphlets for me in only 20 minutes. I was very impressed.

Let me know if you'd like me to make a reservation for you at the Stamford. I'm sure you'd have a nice stay there.

Kind regards,
Noel Reese

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 : Gail Holland
From : Noel Reese
Subject : Stamford Hotel
Date : February 3, 2013

Hi Gail,

In _____ to your question about Portland hotels,
I'd _____ the Stamford Inn. It really exceeded my _____
when I stayed there during last year's trade show.

The Stamford was _____
to _____ business travelers, and has outstanding amenities and services.
It also _____ a complimentary shuttle service to the convention center.

The hotel's round-the-clock business center was _____ useful.
I _____ ran out _____ pamphlets during the trade show.
I was planning to print more at the convention center,
but the printing service there was too slow.
I _____ _____ the Stamford, where the staff _____ printed the pamphlets
for me in _____ 20 minutes. I was very _____.

_____ if you'd like me to make a _____ for you at the Stamford.
I'm sure you'd have a nice stay there.

Kind regards,
Noel Reese

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What does Mr. Reese say
about the Stamford Inn?

Answer 1

- a. The business center closes at night.
- b. The design is contemporary.
- c. The printing facility is poor.
- d. The shuttle service is free.

Question 2

» According to Mr. Reese, what happened
during the trade show last year?

Answer 2

- a. He expected better services.
- b. He ran low on pamphlets.
- c. He decided to change hotels.
- d. He cancelled a service.

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

Your colleague (your teacher) is updating the company web site with new photos of the office. He sent you an e-mail earlier this morning and asked whether you knew any good photographers. You see him in the hallway.
Refer to his e-mail and recommend two photographers: Amy Chu and Brian Dunn.

Talk 2

You will be meeting some important visitors from Seoul, South Korea soon. Your company has several meeting rooms, but you do not feel they are comfortable for large groups. The Broward Hotel is very close to your office and has very good meeting facilities. Talk to your manager (your teacher) about this. Point out the advantages of holding the meeting at the Broward Hotel.

Talk 3

Last year you attended a three-day trade show. You stayed at a nearby hotel with a free shuttle service to the trade show venue. However, the service was slow, and you were nearly late on the first day. After that, you changed your plans and decided to take a taxi each day. Tell a colleague (your teacher) about this change in plans.

WORDS & PHRASES

単・熟語表現の紹介

- » recommend / 推薦する、勧める » exceed expectations / 予想を遙かに上回る » specifically / 特別に
» outstanding / 素晴らしい、目立つ » amenities / アメニティ » complimentary / 無料の
» round-the-clock / 24時間体制の » facility / 設備、施設

HOMEWORK

Writing 1

Your colleague, Allison, is attending a convention in Miami next month. You attended the same convention two years ago. When you stayed in Miami, you stayed at the Silversmith Hotel. It has good services for business travelers and is near the convention hall. Write an e-mail to her and recommend the Silversmith Hotel for these two reasons.

Writing 2

Twice a year, your company sends thousands of catalogs to regular customers. Recently, several customers said that the catalogs were damaged when they arrived. Write an e-mail to your manager, Evan DeWitt, about this problem. Recommend using special padded envelopes, even though they are a bit more expensive.