

Writing a thank you e-mail

お礼のメールを書く

OBJECTIVES

To express thanks
感謝を表す

To identify a cause
理由を特定する

To convey certainty
確信していることを伝える

EXERCISE 1

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

To : Jay Harmon
From : Kathleen Archer
Subject : Milford Road Project
Date : October 22

Dear Mr. Harmon,

I'm very grateful for your help with the Milford Road project. Your experience in dealing with similar construction projects has proven to be indispensable to our team.

For instance, we received permission to begin construction far more quickly than we had expected.

This was due largely to your understanding of the permit approval process in Minnesota. Your insight was invaluable.

We are confident that the project will continue to run smoothly and within budget, thanks to your support.

In April, we will be putting together a team that will oversee construction of another four-story apartment building in Minnesota. If you are interested in heading this project, I would be happy to recommend you for the role to the other managers.

Best regards,
Kathleen Archer

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 : Jay Harmon
From : Kathleen Archer
Subject : Milford Road Project
Date : October 22

Dear Mr. Harmon,

I'm very _____ for your help with the Milford Road project.
Your experience in _____ construction projects
has proven to be indispensable to our team.

_____, we received permission to begin construction
_____ more _____ we had expected.
This was _____ your understanding of the permit approval process
in Minnesota. Your insight was invaluable.
We are _____ that the project will continue to run _____
and _____ budget, _____ your support.

In April, we will be putting together a team
that will oversee construction of _____ four-story apartment building in Minnesota.
If you are _____ heading this project,
I _____ to recommend you for the _____ to the other managers.

Best regards,
Kathleen Archer

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What can be understood
about the Milford Road construction project?

Answer 1

- a. Construction work was affected by budget cuts.
- b. The project experienced delays.
- c. Approval was required before beginning work.
- d. The company started work in April.

Question 2

» What does Kathleen Archer
want Jay Harmon to do?

Answer 2

- a. Reject an application
- b. Select a construction site
- c. Extend a deadline
- d. Lead a building project

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 are organizing a museum exhibit. Your assistant (your teacher) is very helpful in communicating your thoughts to other team members. She expresses urgent requests calmly and communicates project requirements clearly and in a timely fashion. In addition, she is very well organized and helps you to keep your files in order. Thank her for all her hard work on the project.

Talk 2

One of the new employees at your company (your teacher) suggested making some changes in the layout of the office in which you both work. About two weeks ago, you and another supervisor decided to try out the layout that she had suggested. The new employee was right! Tell the new employee how pleased you are with the new layout. Thank her and tell her that you think her layout plan has made the office more productive.

Talk 3

One of your staff members (your teacher) gave a presentation on how the company could cut costs by introducing various energy-saving measures. A month ago, you implemented some new rules based on her ideas. You are certain that these efforts have already saved the company money. Thank her for conducting the presentation last year and for all the excellent ideas she has come up with since then.

WORDS & PHRASES | 単・熟語表現の紹介

» prove to ~ / ~であると分かる » indispensable / かけがえのない、必須の » far more / はるかに多く

» insight / 見識 » invaluable / 素晴らしい価値がある、とても貴重な » within budget / 予算内で » oversee / 監督する

» head a project / プロジェクトを統括する

HOMEWORK

Writing 1

Write a thank you e-mail to Erika Shultz, an administrative assistant in your department. She has helped you identify potential managerial candidates at your company. In your e-mail, tell Ms. Shultz that you are grateful for what you have learned from her and also thank her for all her hard work.

Writing 2

Walter Johnson, one of your assistant managers, gives a lot of helpful feedback to other employees. He explains points clearly, using specific examples. Write an e-mail to Walter, thanking him for his work.