

Giving business updates

仕事の最新情報を伝える

OBJECTIVES

- ... To announce important news ... To explain that an activity is in progress ... To indicate when a change will happen ...
 ... 重要なニュースを知らせる ... ある活動が進行中であることを説明する ... 変更がなされることを伝える ...

EXERCISE 1 Read the following article aloud.

次の記事を声に出して読みましょう。

To : Bruce Simmons
From : Olivia Brewer
Subject : Company Update
Date : January 17

Dear Bruce,

How are you doing?

I'm writing to inform you of some important news here at Helix Labs. As you may have heard, we have agreed to a merger with Vector Biotech. We believe this is a major step forward for us. The combined resources of the two companies will establish us as a leader in the biotechnology field.

The new organizational framework is still being developed. For the time being, both our company and Vector will therefore continue to operate separately. As of August 1, our operations will be integrated under the name of Helix-Vector, based in Boston.

The merger will not have any negative impact on our relationship with your company. I am confident that it will increase our capacity to provide cutting-edge research to clients such as yourself.

I look forward to doing business with you in future as part of Helix-Vector.

Best regards,
Olivia Brewer
Customer Relations Manager

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 : Bruce Simmons
From : Olivia Brewer
Subject : Company Update
Date : January 17

Dear Bruce,

How are you doing?

I'm writing to _____ of some important news here at Helix Labs.
As you may have heard, we have _____ a merger with Vector Biotech.
We _____ this is a major step forward for us.
The _____ resources of the two companies will establish us
as a _____ the biotechnology field.

The new organizational framework is still being developed.
For the time being,
both our company and Vector _____ continue to operate _____.
As of August 1, our operations will be integrated
under the name of Helix-Vector, _____ Boston.

The merger will _____ negative impact on our _____
your company. I am _____ will increase our capacity
to provide cutting-edge research to _____ such as _____.

I look forward to doing business with you in future _____ Helix-Vector.

Best regards,
Olivia Brewer
Customer Relations Manager

FOLLOW UP QUESTIONS | 関連情報

Question 1

» What does Olivia's company do?

Answer 1

- a. Conduct biotechnology research
- b. Sell manufacturing technology
- c. Provide consulting services
- d. Invest in start-up companies

Question 2

» What has NOT been decided yet?

Answer 2

- a. The name of the joint company
- b. The structure of the new organization
- c. The date of the merger
- d. The location of the head office

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 at a food company. Your company has been considering bids for a major advertising campaign for a new product line. You have decided to award the contract to Exposure Advertising. Call the firm's president, Mark Jameson (your teacher), and announce the important news.

Talk 2

Your company is preparing a consulting report for a client. The client (your teacher) calls you to ask about the status of the report. You are still in the process of editing it. It should be ready by the end of the day. Tell the client that the editing is in progress.

Talk 3

You work for an electronics manufacturer. You are talking to a buyer from a store (your teacher). The buyer is ordering ten units of your Claritas 40X large-screen TV. For now, the product is still available, but your company will stop making it on June 1. Explain to the buyer when the change will happen.

WORDS & PHRASES | 単・熟語表現の紹介

» merger / 合併 » establish / 成立させる、確立する » framework / 組織、構造 » for the time being / 当面は
» as of ~ / ~の時点で » integrate / 統合する » capacity / 能力 » cutting-edge / 最先端の

HOMEWORK

Writing 1

You are a press relations officer for a drug company. You have accepted a job at another company and will be leaving your current job this month. You want to update your business associates in the media about the change. Write an e-mail to your media associates announcing the news.

Writing 2

You are the president of a small consulting agency. Recently, you have been searching for a larger office. You have just decided to move to an office located at 800 King Street. The company will move on July 1. Write an e-mail to update your staff and indicate when the change will happen.