

■ ASSIGNMENT SUBMISSION FORM ■

会員の方は、項目名の背景色が薄いグレーになっている部分に入力してください。

ID number	CA-0000-1234	Your name	増進 太郎
Chosen category	7. Appointment	Time taken	35分
How do you feel after writing the e-mail? * 課題に取り組んだ際の感想を日本語で記入してください。			
実際に仕事でアメリカ人の方に英語でメールを書くことになっているので、練習のために作成してみました。内容を簡潔にまとめるのは難しいですね。ご指導をよろしくお願いします。			

Teacher's name	John Smith
Message	It is easy to understand the e-mail.

What is your e-mail about? * 自分で設定した場面と3部構成の内容を日本語で簡単にご記入ください。		
Situation	From	Y出版の編集者 増進太郎
	To	新刊書籍の執筆者 アン・ウィリアムス(Ann Williams)氏
	ウィリアムス氏に原稿執筆をお願いする書籍の企画内容について話し合うため、打ち合わせの日程調整をする。5月10日から25日までの平日夕方まで都合のつく日を聞く。	
Introduction	打ち合わせを行いたい旨を伝える。	
Main	希望時期を伝え、氏の都合を聞く。	
Conclusion	返事を促す。	

Write your e-mail here. * 黒字で記入してください。制限語数は200語です。
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Subject: Meeting(*1)

Dear Ms. Williams: (*2)

Hello. (Thank you for agreeing to our request.) (*3)

I'd (would)(*4) like to set up a meeting to talk about a (the)(*5) new book for (*6) which you are going to write (a)(*7) manuscript.

Is it possible for you to make time for us? (When would be convenient for you?) (*8)

Can you tell me (How is)(*9) your schedule of (for)(*10) weekday evenings (*11) from May 10th to 25th?

When (*12) I received (receive <tense>)(*13) your reply, I will arrange the (a)(*14) meeting and contact you again.

I am (will be)(*15) waiting for your reply. (*16)

Best Regards (regards)(*17),

Taro Zoshin

※以下は添削指導者記入欄です。

Explanations of the corrections

【添削指導の見方】

- ・解答欄に示された数字(*1、*2...)と、この指導欄の数字の指導内容が対応しています。
- ・(*1)、(*2)...の数字は、文全体を指導対象とする場合はその文頭に、一部を指導対象とする場合はその部分の後ろに、下線とともに示されています。

【略号】

<spelling>:スペルミス / <tense>:時制ミス

- (*1) As for the subject, there is no problem if Ms. Williams knows there will be a meeting. If not, you could (should?) make it more specific. For example, “Meeting about the book” or “Meeting about [title of the book]”. If you send her an e-mail message for the first time, it can easily be mistaken for spam (=unwanted) mail. The first time you write to her, you could write “message from Taro Zoshin” or, more specifically, “message from Taro Zoshin about the new book” as the subject. Instead of using your name, you could also use the name of your company: “Message from ~ Company” if she knows the name of your company.
- (*2) In the US, a colon (:) is added after the addressee (= the receiver of the e-mail).
- (*3) “Hello.” Is very straight. It is more common to add a sentence so Ms. Williams knows what the message is about.
- (*4) Abbreviations (I’d, can’t, isn’t etc) are rarely used in written business English.
- (*5) Both of you know what book you are talking about, so you should use the definite article “the”.
- (*6) Ms. Williams is NOT going to write the whole book, only one article for the book, so you need “for which ...”. In this sentence, the verb “write” would have 2 direct objects (Od), which is impossible: write a book (=Od1) a manuscript (=Od2).
- (*7) An indefinite article (“a”) is necessary before the noun “manuscript”. Instead of manuscript you could use “draft” or “article” as well.
- (*8) When would be convenient for you? is more common than “make time for...”.
- (*9) Refer to p. 134-135 of the textbook.
- (*10) We say “a schedule for (day/week/month)”.
- (*11) It is not only one evening, so the plural form is better.
- (*12) Or: As soon as I receive your
- (*13) You have not received her schedule yet. Present tense!
- (*14) You have not decided yet when to hold a meeting, so choose an indefinite article.

(*15) Refer to p. 134-135 of the textbook!

(*16) Personally speaking, I prefer “I look forward to your reply.”

(*17) No capital letter (R) necessary! Refer to p. 23 of the textbook for other expressions.

IN GENERAL:

I added lines between the different paragraphs to make it easier to read and to understand. A paragraph is one part of the letter where you write about one topic. In this case, the first paragraph is a “thank you”, the second is the main part of the message (you want to schedule a meeting and ask her when she is available). The third is about what is going to happen later (you will arrange a meeting according to her schedule). The next sentence can be put together with paragraph 3, but it is more a kind of greeting, it is not really necessary, so I would change the paragraph. And last comes the greeting (Best regards,).

* 評価はA・B・Cの3段階で示しています。基準は以下のとおりです。

A: ビジネスに通用する英文メール力あり

B: 基本はOK、でもビジネスにはもう一歩

C: 書き方や表現力をもっと身につけよう

Evaluation

B

Comments from your teacher

Good job!

Ms. Williams will understand this message if she heard about the book before.

There are, however, some small points (2, 4, 9, 15) or minor mistakes (1, 5, 6, 7, 10, 13) you can easily improve, from next time! Try to use common phrases (8, 16) to make your message easier to understand.

Good luck!

PS Check how I arranged the paragraphs in this comment!