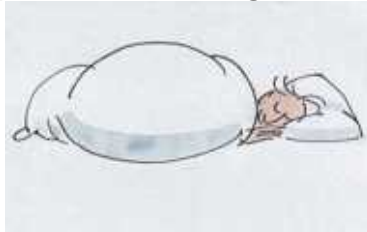


**Business English**  
**Useful Expression**  
**BAD06**

Did you wake up at the right side of your bed?  
I woke up at the wrong side, I think...



Johnson is waiting for Hiro at the Hotel lobby the next morning. Hiro greets him.

Hiro :Good morning, Doug.

Johnson:Good morning , Hiro.

Hiro :Thanks for the dinner last night.

Johnson :It was my pleasure. Did you wake up at the right side of your bed?

Hiro :Right side? ... hmmmm... left or right???

Johnson : I mean, did you sleep well last night and get up with a good mood?

Hiro :Oh, I see...No. not very well. I woke up at 4AM this morning.

Johnson :You must have a jetlag. Of course that`s it.

Hiro :A jetlag. Yes, Of course that`s it.

Johnson :You`ll be okay in few days..

Hiro :I hope so. Have you had breakfast yet?

Johnson:No, I haven`t.

Hiro :Shall we eat at the hotel`s restaurant for breakfast?

Johnson:Hmmm... I feel like going out and eat at the fastfood chain nearby...like McDonalds. How about you?

Hiro : I`m not used to eating at a fastfood chain in Japan , I prefer a home cooked breakfast of my wife...but I`ll try...

johnson: I think , you`re homesick now...hahahahahahaha

## 1Vocabulary

1. accomplish-(v) - To succeed at what one wanted to do.\*
2. position-(n) - Place, status or rank.
3. available-(adj) - Ready, accessible.

4. deadline-(n) - Time limit.
5. requirement-(n) - Something that is needed.

## 2Reading

Read the entire passage quickly and generate questions using the graphic organizer below. Next, reread the passage carefully and go back and try to answer your questions.			
<b>Thick Questions</b> Big questions that you need to THINK and SEARCH to find the answers to. Examples: Why does the author think that...? What would happen if ...? Why does...?		<b>Thin Questions</b> Smaller questions that you can find the answer to RIGHT IN THE TEXT. Examples: What...? Who...? When...? Where...?	
Questions	Possible Answers	Questions	Possible Answers

## Planning a Business Letter

A business letter should be clear and concise. By taking time to plan your letter, you will save time in the writing and proofreading stages. During the planning stage, ask yourself a few simple questions. Jot down your answers to create an outline before you start writing.

### Who am I writing this letter to?

Identifying your audience always comes first. Are you writing to more than one person, to someone you don't know, or to someone you have known for a long time? This will help you determine how formal the letter needs to be.

### Why am I writing this letter?

The main reason for the letter should be understood from the subject line and first few sentences. Identify your main goal and what you hope to accomplish.

### Are there specific details I need to include?

Gather any dates, addresses, names, prices, times or other information that you may need to include before you write your letter. Double check details rather than relying on your memory.

### Do I require a response?

Before you start writing, determine whether or not you require an action or response from the recipient. Your request or requirement should be very clear. In some cases you may even need to provide a deadline for a response. If you do require a response, how should the recipient contact you?

## How can I organize my points logically?

Think about how you would organize your thoughts if you were speaking rather than writing to the recipient.

Here is an example outline:

### RECIPIENT

- Karen Jacobson
- Acquaintance (met twice before, briefly)
- Title: President, The Flying Club
- Address: 44 Windermere Drive, Waterloo, Ontario L1B 2C5

### REASON

- To invite a board member to remain on the board for a second term.
- Other members suggested that she has enjoyed this position and has been thinking about staying on.
- No other volunteers have come forward to take over at the end of September.

### SPECIFIC DETAILS

- If she decides to stay on she will need to be available for the national meeting on 5 November.
- Board members who stay for two terms are sometimes asked to take on extra duties, such as taking minutes or hosting social events.

### RESPONSE

- She will need to respond by 1 September.
- She can contact me by email or phone.

### ORGANIZATION

- Return address of our institution
- Karen Jacobson's title and address
- Salutation: Dear Ms. Jacobson
- First paragraph: Introduce myself briefly--remind Karen where we met before. Provide my reason for writing: "I have heard from a number of board members that you may be interested in staying on for a second term. We would be very pleased to have you stay on for another year."
- Second paragraph: Explain what type of commitment this position will involve this year (once a month meetings, national meeting, plus possible extra duties)
- Third Paragraph: Provide deadline for response and how to contact me.
- Closing: Express thanks to Karen for volunteering her time this year

## 3Vocabulary

1. It must be finished by 12:00. If you miss the \_\_\_\_\_ you won't be paid.
2. Water is a \_\_\_\_\_ for life.
3. The hotel has rooms \_\_\_\_\_ that week.
4. As soon as she \_\_\_\_\_ one project she started another.
5. The store has a good \_\_\_\_\_ on the corner of two busy streets.