



 Review the grammar.

- Conditional Sentences
- Emphatic Sentences
- Polite Expressions for Building Rapport and Setting the Agenda
- Give Suggestions and Recommendations
- Write an Email Requesting a Promotion



**Today's Scene:**

*Aya applied for the position of senior graphic designer in her company. Let's accompany her as she goes through the application process for her promotion.*



- **Step 1: A Letter Requesting a Promotion**
- **Step 2: Panel Interview**
- **Step 3: Deliberation**
- **Step 4: New Position**

 Read the letter.

January 18, 2021 1

Steve Robert 2

Product Design Department Team Leader

SmartDesign Studio Ltd. 3

Tamagawadai, Setagaya-ku, Tokyo, 158-0096

Re: Promotion Request for Senior Graphic Designer 4

Dear Mr. Robert, 5

6 I am writing to formally request that you consider me for the open position of senior graphic designer. 7 Having worked in the company for 2 years, I have gathered a lot of experience while working here and I am confident that I am qualified for this position.

8 I am always punctual and dedicated to my work. I have become a trusted designer by our clients. I am constantly doing my best to grow personally and professionally. Now, I want to go a step further to achieve a higher position. As this promotion, if granted, will leave my current position open, 9 I would gladly help assure a smooth transition and guide anyone taking over.

Thank you for giving my application full consideration. 10 I am available anytime for an interview at any time.

Sincerely, 11

Aya Adams

Junior Graphic Designer 12

Write the number that corresponds to the parts of the letter as seen in Aya's letter.

Company Name and Address

Subject Line

Transition Solutions

Work Experience

Salutation

Closing Salutation

Reason for Writing

Schedule a Meeting

Achievements

1 Date

Recipient's Name

Sender's Name and Position

Guess the type of conditional needed to answer the question then make your response.

1 What do you think happens if you are promoted?

2 If you had no interest in this position, would you continue working in this company with your current position?

3 What would you change in our company if you were given the authority to do so?





Guess the type of conditional needed to answer the question then make your response.

- 4 If you think you weren't qualified for this position, would you have applied for other job promotions?

- 5 If you had been offered by a different company with the same position you are now applying for, what would you have done?

- 6 What will you do if you don't get this promotion?





Change the highlighted sentences to more formal expressions.

**Lina:** Good afternoon, Steve. **What were you doing today?**

**Steve:** I just finished a conference call with a client. **Let's get started with the deliberation.**

**Lina:** Sure. **We will talk about Aya's application for the position of senior graphic designer.** The application process has been well carried out and we are just waiting for your decision coming from you.

**Steve:** Ok. Since you have worked together with her, what can you say about her work performance?

**Lina:** Even though she is a novice in this industry, I can say that her outputs are on a par with our experienced employees. She follows instructions and applies any given feedback to enhance her craft. In terms of her work ethic, she shows exemplary behavior as an employee.

**Steve:** But I think two years of experience is still short. **What if we turn down her application and wait for another year or two?** Then she could re-apply if she wishes to.

**Lina:** I think that would be a waste of her potential. **My idea is that we grant her the promotion but she would undergo a 3-month probationary period.** Within this time, we would check her work performance and ultimately decide if she really fits the position.

**Steve:** That is a more sensible idea. We would go with that one.







Reply to the sentences using the emphatic forms.

**Confirm**

1 I deserve this new position.

2 You look ecstatic with your promotion.

3 You looked worried yesterday.

**Deny**

4 You won't continue doing your best.

5 You will slack off at work.

6 She didn't go through the application process.



New Position

