






Tick ✓ if it is a polite interruption and cross X if not.

- 1. Can I just mention something?
- 2. What are you talking about? Be quiet.
- 3. Do you mind if I come in here?
- 4. I don't understand, could you please shut your mouth?
- 5. Before we move on to the next point, may I add ...?
- 6. Could you clarify that last point before we move on?



Introduce today's sentences.

### Grammar Focus

- I would be very thankful if you + could/would ...
- Could you please + verb + noun clause?



### Key Expressions

- I would be very grateful if you could send me ...
- Could you please let me know the deadline?

Listen to the teacher and repeat.



inquire



urgently



insufficient



grateful

**You should**

1. ...
2. ...
3. ...

requirement



deadline

Dear Mr. Yamada:

I hope this email finds you well. I am Jenny Yun from Smart Designs. Thank you for choosing us as your business partner.

I am writing this letter to you to inquire about the project.

As discussed in the meeting last week, you would like this project done urgently. However, the details that you have provided are insufficient. **I would be very grateful if you could send me detailed requirements of the project**, like the layout, visuals, and designs.

Additionally, **could you please let me know the deadline?** This will allow us to set a detailed project plan. Once receiving the details and the deadline, we will start working on the project.

We look forward to hearing from you soon.

Sincerely,

Jenny Yun

Assistant Graphic Designer

To: kazuyamada@gmail.com **1**  
From: jennyyun@gmail.com **2**  
Subject: Project Information for Design **3**

Dear Mr. Yamada: **4**  
I hope this email finds you well. I am Jenny Yun from ...  
I am writing this letter to you to ... **5**  
As discussed in the meeting last week, you would like ...  
However, ... I would be very grateful if you could ...  
Additionally, could you please let me know ...  
We look forward to hearing from you soon.  
Sincerely, **6**  
Jenny Yun  
Assistant Graphic Designer

**1** Recipient's email address

**2** Sender's email address

**3** Subject

**4** Salutation

**5** Body

- Opening
- Giving Reference
- Requesting a brochure, etc.
- Requesting Further Information
- Summary / Call to Action

**6** Closing Salutations

- Sincerely, / Regards,
- Name
- Position (if applicable)

Learn the expressions for business inquiry emails.



## Important Expressions for Business Inquiry Emails

### Opening

"Dear Sir or Madam"  
"To Whom It May Concern"

### Giving Reference

"With reference to your advertisement (ad) in ..."  
"Regarding your advertisement (ad) in ..."  
"As discussed in the meeting, ..."

### Requesting a catalog, brochure, etc

"Could you please send me information on ..."  
"I would be very grateful if you could/would ..."

### Requesting Further Information

"I would also like to know ..."  
"Could you please ..."  
"Additionally, ..."

### Summary / Call to Action

"I look forward to hearing from you ..."  
"Could you please give me a call between the hours of ..."

### Closing and Signature

Use "Sincerely" or "Yours faithfully" to close.  
Add your title on the line following your name.



Match the expressions to the correct parts.

1 Regarding your advertisement ...

2 To whom it may concern

3 I would also like to know ...

4 Yours faithfully,

5 I look forward to hearing from you ...

6 Could you please send me information ...?

a. Summary / Call to Action

b. Requesting Further Information

c. Closing and Signature

d. Opening

e. Requesting a brochure, catalog, etc.

f. Giving Reference





Learn the grammar structures.

**I would be thankful if you could/ would ...**

- **I would be grateful if you could** tell me anything about the products.

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- **I would be thankful if you would** give me a chance to conduct the research.

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- **I would be pleased if you could** send me the details or your company brochure.

**Could you please + verb + noun clause?**

- **Could you please** let me know the deadline?

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- **Could you please** contact me after the meeting.

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- **Could you please forward me** the sample layout?



**Situation:** Supposing you are working as a secretary. Your company is interested in purchasing some new computers. You need to call the dealer company to inquire about its price, terms and conditions.  
(Use the expressions you learned today.)



Read what we learned today.



- **Word Focus**

- inquire

- urgently

- insufficient

- grateful

- requirement

- deadline

- **Grammar Focus**

- I would be very thankful if you + could/would ...
- Could you please +verb + noun clause?