



# **NEW BUSINESS ENGLISH 5**

## **Lesson 23**

### **Giving Information**



# LEARNING GOALS

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- ◆ Giving Information
- ◆ Sending Attachments



# What would you say?

Scenario: How would you inform your team of the recent progress of your projects?



— ×

To: boss@email.com

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Subject: Project Updates

---

Dear Team,

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---

 Send

## Business Email



Bruce Fisher writes an email to Lina Lin to inform her of the approved plan.

To: linalin@milestone.com

Subject: Approval of MCG ad Plan

Attachment:: Advertisement of Process Infographic

Hi Lina,

I would like to inform you that the plan you proposed has been approved by the management. We thought the channel chosen in this proposal will carry out the best ROI.

I have attached the Advertisement Process Infographic with the instructions inside. Please optimize your plan in the form of an infographic.

Email me if you have any questions about it. Keep up the good work!

Sincerely,  
Bruce Fisher



Send





# Key Vocabulary

Learn the new words and answer the questions.



## propose

*(v.) to give someone a plan or idea to consider*

e.g. The president was delighted to hear what I **proposed**.



## infographic

*(n.) a picture or diagram that shows or explains information*

e.g. We saved a lot of time when we started using **infographics**.



## optimize

*(v.) to make something as good as possible*

e.g. My manager has taught me how to **optimize** task management.

## Email Review

Read and answer the questions.



*Bruce Fisher writes an email to Lina Lin to inform her of the approved plan.*

Hi Lina,

I would like to inform you that the plan you **proposed** has been approved by the management.

We thought the channel chosen in this proposal will carry out the best ROI.

I have attached the Advertisement Process **Infographic** with the instructions inside. Please **optimize** your plan in the form of an infographic.

Email me if you have any questions about it. Keep up the good work!

Sincerely,  
Bruce Fisher

# Learning Goals

Let's check the learning goals!



*Bruce Fisher writes an email to Lina Lin to inform her of the approved plan.*

Hi Lina,



**1. Giving Information**

**I would like to inform you that the plan you proposed has been approved by the management.**

We thought the channel chosen in this proposal will carry out the best ROI.

**I have attached the Advertisement Process Infographic with the instructions inside.**

Please optimize your plan in the form of an infographic.



**2. Sending Attachments**

Email me if you have any questions about it. Keep up the good work!

Sincerely,  
Bruce Fisher

# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Giving Information

- I would like to inform you that...
- Please note/know that...
- This is to inform you that...

Example Sentences:

- I would like to inform you that your request has been approved.
- Please note that we will have new office hours starting next week.
- Please know that the company is not held accountable for any damages.
- This is to inform you that we will be participating in the summit next month.

When giving negative information, use these:

- I'm afraid that ...
- I am sorry but ...
- My apologies ...
- Unfortunately, ...
- I regret to say ...



*What kind of information do you usually give through emails?*



# Learning Goals

Learn the key expressions and sentence structures.

## ∴ Sending Attachments

- I have attached/ enclosed ...
- Please see ... below for more details about ...
- Attached herein is ... you asked for.

Example Sentences:

- I have enclosed feedback from one of our respected customers.
- I have attached a sample template for the project.
- Please see the information below for more details about the team's project.
- Attached herein is the document you requested yesterday.

### HEREIN (*adv.*)

- means 'in this place, situation or document'
- used formally
- has informal counterparts (e.g. 'here', 'within this document', etc.)



What files do you commonly attach to your emails?

# Writing Practice

Write a draft email.

**Scenario:** You need to inform a client that their payment for the equipment they ordered has been received. Inform them that you have attached the receipt of the purchase.

**Information**

①

**Attachment**

②

To: willphillips@email.com

Subject:

Attachment:

Dear Mr. Phillips,



Learn how to differentiate formal and informal emails.

### ∴ The Difference Between Formal and Informal Emails

#### FORMAL

The tone is more serious and sentences are longer.

There should be no slang words, abbreviations and contractions.

Sentences use proper punctuations and some transition words.

#### INFORMAL

The tone is more conversational and relaxed. Shorter sentences are used.

There can be slangs, abbreviated words and contractions.

Complete sentences are not necessary; no sign offs



*When do you write formal and informal emails?*

# Overview

## Keywords and expressions:

propose/ infographic/ optimize

I would like to inform you that...

Please note/know that...

This is to inform you that...

I have attached/ enclosed ...

Please see ... below for more details about ...

Attached herein is ... you asked for.

