



INTERMEDIATE Business Letter

Clerk: Front Desk
Hiro : Hello. This is Hiro Kobayashi inRoom 22B
Clerk: Yes, sir. What can I do for you?
Hiro : Could you give me a wake up call in the morning?
Clerk: Yes, sir. What time?
Hiro : Seven o`clock. please

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講師のスカイプチャットにテキスト名を送って下さい

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Please ask them to send the complete version of this material before the lesson.

sensitive information	content in a letter that may cause the receiver to feel upset
semi-block format	paragraphs are indented, not left-justified
sincerely	term used before a name when formally closing a letter
single spaced	format where no blank lines are left in-between lines of text
spacing	blank area between words or lines of text
tone	the feeling of the language (e.g. serious, enthusiastic)
transitions	words or phrases used to make a letter flow naturally (e.g. "furthermore", "on the other hand")

INTERMEDIATE
Business Letter

Vocabulary	Meaning
informal	casual
inside address	recipient's mailing information
Justified margins	straight and even text, always begins at the same place
letterhead	specialized paper with a (company) logo or name printed at the top
logo	symbol or image that identifies a specific organization
margin	a blank space that borders the edge of the text

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	mistakes
punctuation	marks used within or after sentences and phrases (e.g. periods, commas)
Reader-friendly	the person who receives the letter
recipient	the person who receives the letter
right ragged	format in which text on the right side of the document ends at slightly different points (not justified)

INTERMEDIATE
Business Letter

Vocabulary	Meaning
attachment	extra document or image that is added to an email
block format	most common business letter format, single spaced, all paragraphs begin at the left margin
body	the content of the letter; between the salutation and signature
bullets	small dark dots used to set off items in an unnumbered list
certified mail	important letters that sender pays extra postage for in order to receive a notice of receipt
coherent	logically easy to understand

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enclosure	extra document or image included with a letter
formal	the set up or organization of a document
heading	a word or phrase that indicates what the text below will be about
indent	extra spaces (usually 5) at the beginning of a paragraph