

Moving Readers to Action for Yamaha (MRA)

Pre-course Assignment

The following is a voluntary assignment whose purpose is to help you prepare for some of the writing assignments in class, that ask you to use an MRA tactic to express real information from your own work. We will not use this directly in class but it will give you useful practice for some class writing exercises. So it will help you to take part more fully in the MRA class activities, and also to use MRA in your business e-mails after the seminar is over.

この課題は、研修中にお取り組みいただくライティング演習へのスムーズなアウトプットに備えるためのものです。セミナー内で直接的に使用することはございませんが、講義内容の応用実践の理解が深まることが期待できます。ただし、任意の課題ですので、ご無理のない範囲でお取り組みいただけますと幸いです。

【具体的な課題内容】

下記1～9の項目に該当するトピックを、あなたの業務内容から書き出しておいてください。研修当日、お手元にご用意のうえで参加ください。

＊各項目にある例文は、あくまでサンプルセンテンスとしてお考えください。文法的制約は特に気になさらず、ご自由に英文作成いただいて問題ございません。

＊ 青字箇所は、各項目の例です。

1. People you refer to when you introduce yourself, and your role and their role

e.g.) I am working with **Mr. Sato**, the **director** of **the XY project**.

Mr. Sato	director	The XY project

e.g.) I am Hiroshi Kato. I am **Mr. Sato's assistant**.

Mr. Sato's	assistant

2. Your jobs

e.g.) I am responsible for [XY budget control](#).

XY budget control

3. Actions you want the reader to do

e.g.) Could you [provide XY in liquid form](#)?

provide XY in liquid form

4. Things you want the reader to provide

e.g.) We would like [a more durable finishing process](#).

a more durable finishing process

5. Difficult things you have to do

e.g.) We need to [increase the fees of XY product](#).

increase the fees of XY product

6. Things you refuse

e.g.) We cannot [accept an increase in the fees](#).

accept an increase in the fees

7. Things you oppose

e.g.) We will not [change the product schedule](#).

change the product schedule

8. Reasons you refuse them

e.g.) ... because [the site evaluation was not good](#)/because of [poor site evaluation](#)

the site evaluation was not good	poor site evaluation

9. Problems you worry about

e.g.) If we change Y levels, [X will not be consistent](#).

X will not be consistent