

# Moving Readers to Action for YAMAHA

## Pre-course Assignment

It will be helpful if you can prepare in advance some of the following information items from your own working life. This will help you not only to take part more fully in the MRA class activities, but also to use MRA in your business e-mails after the seminar is over.

あなたの仕事内容から下記1~9の項目に該当する事柄を、できるだけ多く英文で書き出してください。ご記入後、研修当日に本シートをお持ちいただきますようお願いいたします。

\*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。

### 1. People you refer to when you introduce yourself, and your role and their role (3)

\* ( ) 内の数字は、書き出しトピックの目安数です。

\* 網掛け内は、各項目の例です。

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

Mr. Tanaka Mr. Jones Ms. Yamada	manager supervisor chief	the Planning Team the Accounting Department the Sales Division

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

Mr. Tanaka's Mr. Jones's Ms. Yamada's	subordinate staff business partner

## 2. Your jobs (3)

e.g.) I am responsible for XY budget control.

the XY project	
local purchasing	

## 3. Actions you want the reader to do (7)

e.g.) Could you send the report?

confirm our X		
provide XY in liquid form		

## 4. Things you want the reader to provide (7)

e.g.) We would like a more durable finishing process.

a new report schedule		
cost estimations		

## 5. Difficult things you have to do (5)

e.g.) We need to increase the fees of XY product.

revise the requirements	
delay the delivery for X	

### 6. Things you refuse (3)

e.g.) We cannot accept an increase in the fees.

allow revision of the requirements	
consider a delay in the delivery	

### 7. Things you oppose (3)

e.g.) We will not change the product schedule.

extend our operating hours	
license the process to you	

### 8. Reasons you refuse them (5)

e.g.) because the site evaluation was not good/because of poor site evaluation

the lab has doubts about its purity	the lab's doubts about its purity

### 9. Problems you worry about (3)

e.g.) If we change Y levels, X will not be consistent.

purity cannot be maintained	
changes will be unpredictable	