

Module 2: Accepting an Assignment

How to Accept

Exercise 1: Complete the multiple-choice task.

Akiko's colleague Alan Shearer has just asked her to finish the JPA report on sales figures for Britain, France and Spain. Unfortunately Alan has been delayed in London and can't finish the report. The report deadline is 4PM on Friday 30th October. Akiko can finish the report so she must e-mail her acceptance.

Exercise: Complete the template below by selecting the most suitable answer from the options provided.

Subject:

Date: 2009/10/27

From: Akiko Nakano

To: Alan Shearer

the JPA report

on sales figures for Britain, France and Spain as requested.

finish it by Friday, 4pm Tokyo time 30th

October.

If you have any other

please don't hesitate to contact me.

Akiko

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Exercise 2: Reply to the message from Jon

Background information:

Junichi's team leader John Smith has just asked him if he can prepare and give a presentation to a group of global team members who are arriving in Japan next month. The presentation is based on communication problems and ideas on how these problems can be resolved. If Junichi can do this presentation his team leader would like Junichi to send a draft of the presentation with sample slides by the end of the month. It is now March 2nd so Junichi has until the 31st of March to do this. Junichi can do the presentation so he must now email his acceptance.

Actual Email:

Subject: Presentation request

Date: 2010.03.02

From: John Smith

To: Junichi Shimizu

Hi Junichi,

How are you?

As you know we have a visit from global team members next month. I would like to take this opportunity to discuss some of the communication problems we have been having recently.

Therefore if possible I would like you to prepare and deliver a presentation on some of these problems with some possible ideas on how to resolve them.

Can you please let me know if this is possible by the end of the week?

If you can do it I would like you to send me some sample slides by the end of the month.

Thanks in advance,

Jon

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Exercise 2: Reply to the message from Jon

