



Module 2: Accepting a Colleague Request

How to Accept

Task 1: Complete the multiple-choice task.

Akiko's colleague Alan Shearer has just asked her to complete a report based on R&D costs for a recent project. Unfortunately Alan has been delayed in London and is not able to complete the report. The report must be finished by 4PM on Monday 30th October. Akiko can complete the report for Alan. Her first task is to email Alan informing him she is able to complete the report.

Task: Attempt the template below by selecting the most suitable answer from the options given.

Subject: **1. Re: Report Acceptance**
2. R&D Report
3. R&D project costs Report Request from Alan

Date: 2009/10/27
From: Akiko Nakano
To: Alan Shearer

1. Dear Alan Shearer
2. Hi Alan
3. To Mr. Shearer

1. I was pleased to receive your email...
2. I got your email and...
3. No Opening statement...

1. We should be able to finish...
2. I will complete...
3. It's possible that I can do...

the report on R&D costs for our recent project.

1. I guess...
2. To start with...
3. To confirm...

1. I may...
2. I will...
3. I will attempt to...

have it completed by 4pm, Monday

the 30th of October.

If you have any other

1. demands...
2. information
3. requests...

please do not hesitate to contact me.

1. Yours Sincerely
2. Yours Faithfully
3. Regards

Akiko

Module 2: Accepting an Assignment

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Task 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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Task 2: Reply to the message from Jon

