

Dear Mr. Smith,

I recently learned **of that** your knowledge, opinions and ideas about holding people to people exchange. I am particularly interested in **your** method of a new participant's care at the hall of an exchange meeting but I need more **advice** to decide how to hold our first exchange meeting.

If possible, would you be able to send me **advice** from a different viewpoint about **the holding method** **how you hold a meeting, its** **their** effect and **their** **its** faults. You can send either by return email or by telephone. Please find my contact details below.

I appreciate your time in attending to my request and look forward to receiving the relevant information soon.

Yours sincerely,

Kazuo Yamada

Assistant Manager,

Urban Planning Department of *** prefectural government**

P:81 ** ****

E:k-yamada***@*****prefecture.jp**

Dear Kazuo,

Thanks for submitting your Week 3 task. You have done quite well, particularly in the structure of your email writing. I have a few suggestions / comments to help you further:

- Saying “*I recently learned that your knowledge...*” is correct in a lot of sentences. However, it doesn't work in your sentence because the sentence is incomplete. You needed to say **what** exactly you learned **about** that knowledge. For example, if you had said, “*I recently learned that your knowledge opinions and ideas about holding people to people exchange is exceptional”, this would be fine as you are explaining *what you learned* (that his knowledge is exceptional). Therefore, I changed your sentence to “I recently learned of your knowledge...” This simply means that you learned that he had this knowledge.*

- I added “in ***your*** method” because you needed to qualify the noun “method” with a possessive adjective to show whose “method” you were talking about. **My, your, his, her, its, our, and their** are the English possessive adjectives, used with nouns to show possession or ownership.

“That’s ***my*** folder.” (**My** is an adjective which shows that I am the owner of the folder.)

“I like ***your*** hair.”

“The dog is licking ***its*** paw.”

- “the holding method” is an unusual expression and not what a native speaker would say (even though it’s grammatically ok!) Instead, we would say “I need some advice about how you hold your meetings ...”
- I changed “***their***” to “***its***” because a pronoun usually refers to something earlier in the text (its **antecedent**) and must agree in number — singular/plural — with the thing to which it refers. Since the antecedent in this sentence is singular (your original antecedent was “*the holding method*” and I changed it to “*a meeting*” - - both are singular), you need a singular pronoun to replace it. “Its” is singular and “their” is plural.

I hope these comments have helped you. If you have any further questions please feel welcome to ask at any time.

Best wishes,

Jo