

Dear Mr. Smith,

Good morning. ~~Mr. Smith.~~

Please leave a line in between each paragraph.

Thank you for your time in meeting with me yesterday to discuss our company's new business, the foundation of a new school. This meeting gave me a good opportunity to think over the new school's policy.

As ~~yesterday~~ discussed **yesterday**, we want to make a school to educate students in Japan to be able to speak English fluently (**this sentence is ok but please see an alternative below**). So I am examining the date on foreign school. Then I am very interested in one school. The school is James ~~Rees~~ **Ruse** in Australia. This school is the top ~~school of a~~ public high school in Australia. ~~And~~ **As well**, this school gives high priority to ~~educate a~~ students studying abroad.

The next meeting will ~~hold~~ **be held on** June 13th. In the meantime, could you check this school HP? I am sure that we will be able to discuss more productively (**the adverb form is needed here**). Also if you have any questions, please feel welcome to contact me at any time. I look forward to a productive working relationship with you.

Yours sincerely

A**** I*****

A News **B**usiness **D**epartment (**always capitalize names of important places or titles**)

ABC Company

P: 080 **** *

E: *****@gmail.com

Dear A****,

Another brilliant email! Well done. I have only a few comments to help you:

- Since you have addressed the email to “Mr Smith”, you don't need to repeat his name in the first line.

- “As discussed yesterday”:

Most types of adverbs can go in front position (before the subject) but adverbs of **time** and **definite frequency** (e.g. **last week, every year, yesterday**) usually go in the end position. This can be at the end of a sentence, or the end of a phrase. They go somewhere after the verb.

*I had a tennis lesson **last week**, but I'm usually travelling **in the middle of the month**, so I don't have a lesson **every week**.*

*Goldilocks went to the Bears' house **yesterday**.*

*I'm going to tidy my room **tomorrow**.*

*As discussed **yesterday***

- *As discussed **yesterday**, we want to make a school to educate students in Japan to be able to speak English fluently.* This sentence is grammatically ok but it uses too many words and therefore does not sound like a native speaker. Try this instead:

As discussed yesterday, we want to make/provide a school that teaches Japanese students to speak English fluently.

- *This school is the top ~~school of a~~ public high school in Australia.* There are two ways to say this sentence:

“This school is the top public high school in Australia” **OR**

“This is the top public high school in Australia.”

- We usually avoid starting sentences with “and” in formal writing. Use expressions like “Also, “As well” or “In addition”.
- When you “give high priority to” something, you need a **noun** to show what that “something” is. In your sentence, you used “educate” which is a verb. In fact, the school *gives high priority to the students* **or** even “to education”. This is why I crossed out “educate”.

- You need “***The*** next meeting” because it is a specific meeting you are referring to. When we refer to something specific that both you and the reader know, you need a **definite article** (i.e. ‘*the*’)
- I changed “hold” to “held” because we sometimes use this formation for the Future Passive Tense: **Subject + will be + past participle**. See similar examples:

I ***will be paid*** next week. (The past participle for "pay" is "paid.")

You ***will be given*** a reading assignment in *English*. (The past participle for "give" is "given.")

She will be asked to stay late if she doesn't finish her work before 5:00. (The past participle for "ask" is "asked.")

You ***will be taught*** some interesting new things in class next week. (The past participle for "teach" is "taught.")

The meeting will be held next week. (The past participle for "hold" is "held.")

I hope this helps. Please let me know if I can help any further. I look forward to your next submission.

Best wishes,

Jo