

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 Business Department (**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