



NEW BUSINESS ENGLISH 5

Lesson 25

Making a Request



LEARNING GOALS

- ◆ Making a Request
- ◆ Expecting an Email Response



What would you say?

Scenario: You missed to attend an important meeting yesterday.
How would you ask a colleague to send you information from the meeting?




— ×

To:

Subject:

Hello _____,



Business Email



Gabby Lopez writes an email to Simon Turner to ask him for a favor.

To: simonturner@milestone.com

Subject: Budget Plan Request

Cc: yunagarcia@milestone.com

Hi Mr. Turner,

We will have the initiation of the project with MGC Corporation next week. I would be very grateful if you and your team could send me the budget and purchase the necessary materials for the project within this week.

Any feedback you can give me on this would be much appreciated.

Thanks in advance!

Gabby Lopez



Send

Key Vocabulary

Learn the new words and answer the questions.



initiation

(n.) the act of beginning something

e.g. We are preparing for the **initiation** of the new project.



budget

(n.) a plan that shows how much money an organization expects to earn and spend

e.g. The president needs to approve our **budget** requests.



purchase

(v.) to buy something

e.g. We need to **purchase** new items to replace the damaged ones.

Email Review

Read and answer the questions.



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Any feedback you can give me on this would be much appreciated.

Thanks in advance!

Gabby Lopez

Let's check the learning goals!



Gabby Lopez writes an email to Simon Turner to ask him for a favor.

Hi Mr. Turner,

1. Making a Request

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I would be very grateful if you and your team could send me the budget and purchase the necessary materials for the project within this week.

Any feedback you can give me on this would be much appreciated.

Thanks in advance!

2. Expecting an Email Response

Gabby Lopez

Learn the key expressions and sentence structures.

∴ Making a Request

- I would be very grateful if you ...
- I would really appreciate it if you could ...
- Could you possibly ... ?

Example Sentences:

- I would be very grateful if you send me a copy of the file.
- I would really appreciate it if you could give me an update on this.
- Could you possibly explain the new policy to me?
- I would really be grateful if you could share the information with the other members of the team.

Common Requests Made in the Office:

- Fund
- Document
- Time
- Information
- Confirmation



What requests do you usually make in the office?

Learning Goals

Learn the key expressions and sentence structures.

... Expecting an Email Response

- Any feedback you can give me on this would be ...
- Looking forward to ...
- I would appreciate your help in ...

Example Sentences:

- Any feedback you can give me on this would be highly appreciated.
- Looking forward to hearing from you soon.
- Looking forward to receiving your reply soon.
- I would appreciate your help on this matter.

Some Email Phrases
To Help You Get the
Desired Response:

- Attention!
- Please ... ASAP
- Kindly speed up
- Submit by + date
- Have it finished by + time ...
- Let me get strictly to the point ...



What do you do when someone doesn't respond to your email?

Writing Practice

Write a draft email.

Scenario: You have received a delivery of your order and discovered that the item was broken. Email the company to ask for a refund.

Making a Request

①

**Expecting an
Email Response**

②

To: jeffersoncabby@email.com

Subject: Request for Refund for Broken Item

Dear Mr. Jefferson,



Coffee Break

Learn when to use 'to', 'cc' and 'bcc'.

New Email		— X
To:	Readers	
Cc:	Everyone Who Uses Email	
Bcc:	It's a Secret	
Subject:	The Difference Between TO, CC and BCC	

TO

Use this when the person receiving the email is expected to do something about the email.

CC

Use this to keep another person informed of what is happening. Email address can be seen by all.

BCC

Use this to hide who is receiving the email from other recipients. Used to keep email addresses confidential.



Who are the common recipients of your emails?

Overview

Keywords and expressions:

initiation/ budget/ purchase

I would be very grateful if you ...

I would really appreciate it if you could ...

Could you possibly ... ?

Any feedback you can give me on this would be ...

Looking forward to ...

I would appreciate your help in ...

