

A background image showing a business meeting. Two people are seated at a wooden table. One person is holding a pen and looking at a laptop screen displaying charts and graphs. The other person is holding a pen and looking at a document. A coffee cup is on the table. The image is overlaid with a teal and dark blue geometric design.

NEW BUSINESS ENGLISH 6

Lesson 27

Placing an Order



LEARNING GOALS

- ◆ Placing an Order



Warm-up

◆ What information should we include when placing an order?





Tracer places an order by email.

To: Abby Lee

Subject: Order for various cosmetics

Dear Abby,

With reference to the quotation, you sent on the 11th of July, we gladly accept it and would like to place an order for the **merchandise** below.

No.	Product	Quantity	Unit Price	Total
1	Light Shield Sunscreen	100	25 USD	2500
2	Mineral Lotion	100	22 USD	2200
3	Foaming Cleanser	200	20 USD	4000
4	Facial Toner	150	23.2 USD	3480
	Total			12180

We require shipment by July 22 to TB Warehouse, 123 East, 17th Street, St. Louis. Please send **commercial and financial documents** along with the products. Should you need more information, please contact me via call or email.

Please acknowledge receipt of this order.

Sincerely,
Tracer Brown



Send

Email Review

Read the email and answer the questions.

Dear Abby,

With reference to the quotation, you sent on the 11th of July, we gladly accept it and would like to place an order for the merchandise below.

No.	Product	Quantity	Unit Price	Total
1	Light Shield Sunscreen	100	25 USD	2500
2	Mineral Lotion	100	22 USD	2200
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Sincerely,

Tracer Brown

Learning Goals

⚙️ Placing an Order

In placing an order, make sure to include the following components:



Product Specifications

include the name and other information of the item



Expected Delivery Date

the date you are expecting to receive your order



Quantities

the number of units you are purchasing



Terms and Conditions

rules, specifications, and requirements of a contract



Price Agreed Upon

the price you and your seller agreed on during the negotiation



Contact Information

provides the identity of, and the means to communicate with you

Learning Goals

Placing an Order

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Sincerely,

Tracer Brown

Send

- Product Specification
- Quantities
- Price Agreed Upon
- Expected Delivery Date
- Other terms and conditions
- Contact Information

Learning Goals

⚙️ Placing an Order

- I hope to place an order for...
- I would like to place an order...
- We herewith place our order for...
- We're going to need ...
- We intend to buy...from you.
- We are pleased to place an order for...

Example Sentences:

- **I hope to place an order for** 25 bottles of sunscreens.
- **I would like to place an order for** 100 units of tees and 100 units of shorts.
- **We're going to need** 20 office chairs and 10 desks from your Linear collection.

Oral Practice

Scenario:

You are responsible for renovating an office. You are calling Mr. Harrison from Office Best, an office furniture shop, to place an order for some office furniture.



∴ Information needed in placing an order:

- Product Specifications
- Quantities
- Price Agreed Upon
- Expected Delivery Date
- Terms and Conditions
- Contact information

∴ Placing an order:

- I would like to place an order...
- I hope to place an order for...

Overview

Keywords and expressions

merchandise/ commercial and financial documents

Information needed in placing an order

- Product Specifications
- Quantities
- Price Agreed Upon
- Expected Delivery Date
- Terms and Conditions
- Contact information

Placing an order

- I would like to buy...
- I hope to place an order for...
- Enclosed is our firm order for...

*Made by Jaymarc
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