

台湾オンラインミーティング事前学習 (Writing an e-mail in English)

Let's write an e-mail to students at Taipei.

※まずは Word 文書で作成してください

件名の例

Hi from Japan

Greetings from Ochako

[your name] from Ochako, Japan

To: Heidi and Lisa

From: Ochako and Nomizu

Re: Studying in UK

件名：何に関するメールなのかを簡潔な表現で書く

Dear Heidi and Lisa,

宛名：敬称+名前+カンマ

Dear ..., Hi..., など (名前の後にカンマを！)

How are you doing? We hope that you are enjoying wonderful summer.

冒頭の挨拶：相手を思いやる気持ちで。初めての手紙の場合は自分が誰なのか、分かり易く説明する

We are thinking about studying in the UK next year, and found that your university has Department of Sociology, which we are interested in. We would like to know more about your school from a student's point of view. We were wondering if you could write me when you have time, and tell us what you think of your school. We would really appreciate it. Thank you very much for your time.

本文：自由に！聞きたいことを聞いてみよう。伝えたいことを伝えよう。
+次回 meeting のトピックの提案

We are looking forward to hearing from you.

終わりに向かって…

：読んでくれたお礼や、相手を気遣う言葉などで、手紙が終わりに近づいていることをほのめかす

Best wishes,

Ochako and Nomizu

結びの言葉：

Best wishes,
Sincerely Yours,
Yours,
Regards, などなど

最後に署名 (自分の名前) を忘れずに

英語の emoji (emoticon) も使ってみよう！

:-) :) 嬉しい・ハッピー・にっこり/Smiling

:-(:(困った・悲しい/Frowning

:-D 笑顔・笑い顔/ Laughing

;-) ウィンク/Winking

;-(泣く/Crying

:-P 舌を出す (あっかんべー)

:-o :O びっくり

日本で使われている絵文字と違いますね。日本のものも使ってみたら、相手には新鮮かも (^^)。

May 19th: Think about what you will write. Start writing.

May 21th: Finish writing. →Checked by Ms. Hirata or Ms. Kaneko→ Send the e-mail to your partners in Taiwan.