

Lesson 14

Talking about Purpose

1. Vocabulary



Conrad Devon
HKK Publishing

Mr. Devon is scheduled to attend a meeting with Cassandra Penn of JSD Inc. in Leawood. He also receives an invitation for dinner.

Dear Mr. Devon:

Following our telephone conversation, I confirm that we will meet at the JSD Showroom on Monday September 10 at 1:00pm. I am looking forward to sharing our product's information to you.

I was wondering if you would be free to join me and a colleague at 7:00pm on the 10th. Because it is your first time in Leawood, I suggest going to one of our best local restaurants in town. Please let me know if you would be available.

See you soon.

Regards,

Cassandra Penn

2. Reading Check

A. What are NOT true about the email?

1. Mr. Devon and Ms. Penn are colleagues.
2. They communicated through telephone before the mail.

3. Ms. Penn will be travelling with Mr. Devon to Leawood.
4. Mr. Devon suggested going to a restaurant in Leawood.
5. They have scheduled to meet at a restaurant on Monday at 7:00pm.

B. What is the purpose of the following?

The purpose of _____ is TO _____.

1. the letter
2. the meeting on Monday
3. the dinner

3. Let's talk about Purpose

A. What are the possible purposes of the following telephone calls?

1. Dan Carter received an incomplete delivery.



He called the supplier.

1. The purpose of the call is to request the supplier to deliver the items ASAP.
2. The purpose of the call is to complain about the poor service.

2. Rina Davis lost her internet connection at work.



She called the service provider.

1. The purpose of the call is to _____
2. The purpose of the call is to _____

3. Steve Reznik is a sales representative for AA Books.



He called Leon Bookstore.

1. The purpose of the call is to _____

2. The purpose of the call is to _____

B. E-mail: Using the following facts and situations, write a line/s to explain the purpose of your email. Add information if necessary.

1. Confirmation – You were invited to attend a conference and you confirm your presence.



I confirm that I will attend the
LLC Conference on Monday
January 10 at 10:00 am.

2. Cancellation – You have set an appointment, but you need to cancel it.



3. Invitation – You invite a customer to join your company's year end party.



4. Schedule – You schedule an appointment with a lawyer.



