# Internet English Academy 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 10<sup>th</sup>. 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.

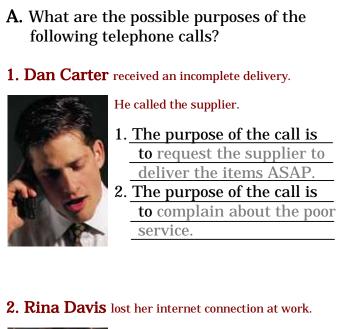
- Ms. Penn will be travelling with Mr. Devon to Leawood.
- 4. Mr. Devon suggested going to a restaurant in Leawood.
- 5. They have scheduled to meet at a restaurant on Monday at 7:00pm.

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





- 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.



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