**Unit 1: Business Correspondence**

“Be polite, write diplomatically, even in a declaration of war,

one can observe the rules of politeness”,

Otto Von Bismark, Prussian minister and founder of Germany, 1815-1898



Here are some rules to follow in planning meetings:

* Send an agenda several days before.
* Make sure everyone knows the time and date of the meeting.
* Indicate where it will be, and how to get there.
* Make the object clear, why you are having the meeting.
* Make sure everyone knows who will be there.
* Appoint a chairperson and note taker.
* If necessary, ask people to prepare to talk about a particular point.
* Make sure people know what will happen next.

Here you have an example of a mail sent by the sales director to his team.

**Subject**: Meeting

Dear all,

This e-mail is to remind you about the meeting at 11.00 on Tuesday, 26 April. The purpose of the meeting is to discuss the new KPI retained and the forecast sent by the management control department.

I attach an agenda with the main points for discussion. If you have any other points you want to discuss, please inform me. I also attach a list of participants, so you know who will be there. I will be the chairperson; my assistant will take the minutes.

You will receive the minutes as soon as possible after the meeting, together with a list of actions points and responsibilities. I look forward to see you all.

With best wishes (or Regards).

Name.

**Vocabulary :**

1- Match the words and phrases from the e-mail (1-7) with the definitions (a-g).

|  |  |
| --- | --- |
| 1- Purpose  2- Agenda  3- Main points  4- Participants  5- Chairperson  6- Minutes  7- Action points | a. Notes of what was said at a meeting.  b. The people who take part in a meeting.  c. A list of what will happen at a meeting.  d. The things to do after a meeting.  e. The person who keeps control of a meeting.  f. The reason for or aim of having a meeting.  g. The most important things to talk about. |

**Grammar:** ***Preposition of place***

|  |  |  |  |
| --- | --- | --- | --- |
| **ON** | **IN** | **AT** | **UNDER** |
| On a bus  On the way  On the left (right)  On a ship (plane, train, a motorbike, a bicycle)  On a horse  On television  On the second floor | In a car (a taxi, a boat, helicopter)  In Park Street  In a row  In the sky  In the newspaper  In a lift  In the bathroom  In the world  In Paris | At reception  At the side  At the bottom  At the top  At college (University, school)  At work  At home  At the door  At a concert  At the dinner | Under a tree  Under a bridge  Under the water  Under the ground |

**Activity 1:** complete this letter sent by a chairman to the shareholders with the appropriate words: rely on – combine with – consist of – advise on – succeed in – budget for – spend on – account for – compete with – invest in.

Dear shareholders,

I write to inform you that the board has received information of a takeover bid for your company. This………………..an attempt by Media Inc, the company offers 750 dollars per share. We have already asked our consultants to ………………..the appropriate strategy to resist.

Although the offer seems attractive, it does not reflect the true value of the company or take into account our future prospects. We have ………………….. a major program of expansion. We plan to ……………………..new plant. We have also agreed to …………………. a new equipment which will allow us to ……………………… our much larger rivals. Furthermore, we plan to …………………. a distribution company in a joint venture in China. We are confident this will allow the company to …………………..opening up new markets in Asia.

Policies like these ………………….. our success to date and contribute to our vision of the future. Therefore, we strongly advise you not to accept this offer. You can ……………….. the board to keep you completely informed of any future developments.

Yours faithfully,

Chairman.

**Activity 2:** the financial manager sent a mail to a client, here you have the main points mentioned, try to write the mail sent correctly.

Date 29/09/2023.

Invoices not paid yet: n° 1253 of January 25; n°1452 of February 12; n° 1628 of February 20.

Total amounts: 1 658 325 DA.

Two notices sent before to concerned department without any answer on May 15 and August 23.

Decisions taken: paiement of 60% within a month and 40% within 15 days that follow; legal action in case of no response.