STAGE2

シーン別 社内メール

会議

56. 会議の概要を知らせる

 Subject: Monthly Sales Meeting on Jan. 11th

Dear All,

 The next monthly sales meeting is scheduled for:

 Wednesday Jan. 11th, 10:00 a.m. in the conference room #11

 Agenda: Pricing of our new product

 Please make arrangements so that all those concerned will be present.

 Please let me know by Dec. 25th if you are unable to attend.

 Best regards,

 John Williams

57. 会議欠席の連絡をする

 Subject: Re: Monthly Sales Meeting on Jan. 11th

Dear John,

 I will be absent from the January 11th monthly sales meeting at No.11 meeting room.

 I have to leave for Los Angeles on that day.

 Would you please send me the summary of the meeting through e-mail?

 Sincerely,

 William Baker

58. 会議報告をする

 Subject: Meeting summary

Dear Mr. Baker:

 I would like to summarize the major points of the meeting.

 We agreed that the pricing which was presented by the sales manager was not good enough.

We decided to make a more detailed market research.

The marketing team will conduct a test-market research on and obtain more accurate market information.

Then we will set the price for our new product. Attached are the minutes of the last monthly sales meeting.

 If there is anything you would like to add, please let me know.

 Thank you.

 Sayuri Ogawa

59. 議事録のミスを指摘する

 Subject: Re: Meeting summary

Dear Ms. Ogawa

 Thank you very much for sending me the summary of the meeting of Jan.11th.

 I’ve just looked at the minutes and realized that there’s an error in figures.

 Would you please send out an amendment to everyone, as attached?

 Sincerely,

 William Baker