

Lesson 42

1 TOPIC QUESTION

今日のトピック

Confirmation of Order

注文の確認



2 ARTICLE

記事

Directions: Read the following article aloud.

課題: 以下の記事をはっきりとした声で音読しましょう。

Subject: Confirmation of the receipt of order

Dear Ms/Mr. Wang,

This is to confirm that we have received your order for the purchase of the items as mentioned in the list below along with the covering letter dated Nov. 17th, 2000 (date).

The items as mentioned are:

- Refrigerator
- Colour LCD television 55"
- Micro oven
- Washing machine
- Vacuum cleaner

We also received the payment of 3000 USD in form of demand draft dated Nov. 15th, 2000 (date) of the BOA bank (name of the bank).

The items are being sent to the address as mentioned in the letter of order. The items are expected to be delivered on the said address within 5 or 6 days of receipt of orders. The statement of orders and bill along with the warranty documents will be delivered along with the items. Any defects in the items or any problems with the statement of orders must be reported at the earliest.

We are thankful to you for the order and pleased to serve you and hope that your association with us will continue in the future.

Thank you

Yours,

April Cheng

Lesson 42

3 VOCABULARY

語い

Directions: First repeat after your tutor and then read aloud by yourself.

課題: 先生の後が続いてくり返した後、今度はひとりで発音してみましょう。

warranty 補償

receipt レシート

vacuum 掃除機

defect 欠陥

mention 言及

attach 添付

4 Questions

質問

Directions: Read the questions aloud and answer them.

課題: 質問を声に出して読んだ後、答えてみましょう。

1. When did the company receive the money?
2. How long will it take for the package to arrive?
3. Why is confirmation of order important?
4. What kind of things would you order that would require a confirmation of order?