

Instruction: Read the text and do the exercises

**An email request for help -
preparation**

Activity1

To: James Forrester

Date: 6 November

Subject: Possible help with product design

Dear James,

As you know, we have been working on the new perfume that we are launching in April and we are unsure about some of the packaging details. We have seen some of your creative work in the sales department and we think you have a very good eye for detail.

Do you have some time before close of business this Friday to sit down with us and talk through some of our designs? We would truly appreciate your advice on this. It shouldn't take longer than two hours of your time and we would be happy to clear it with Patricia, your department head, if necessary.

Best regards,

Sarah Ford
Head of Department
Product Design



Vocabulary

- to clear something with somebody** → to get approval or permission from somebody to do something
- **to talk through something** → to discuss something carefully and in detail
- **product design** → the process of producing or improving a product to suit customers' needs
- **to launch a product** → to introduce a product to the customers for the first time
- **to have a good eye for detail** → to be good at noticing the smaller but important parts of things
- packaging** → the material used to protect goods and present them to the customer

Activity 2 Multiple Choice

1. What department does James work for?
 - a. Marketing
 - b. Product Design
 - c. Sales
 - d. Research and Development
2. Which department is working on the new perfume?
 - a. Marketing
 - b. Product Design
 - c. Sales
 - d. Research and Development
3. What is happening in April?
 - a. The company will introduce the new perfume to the public.
 - b. The product design department will finish their design of the new perfume.

- c. The sales department will stop selling perfume.
- d. The marketing department will design advertisements for the new perfume.

※テキスト全文はレッスン受講時に担当講師よりお受け取りください。

