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1. Studying Abroad

In this unit, you are going to:

- write an email about yourself
- study both formal and informal email styles

Warm-up

Picture Description



1. stand/screen



2. student/raise

Write one sentence describing each picture. Use the two words under each picture. You may change the forms.

1. _____

2. _____

Discussion

Discuss the following questions and write answers.

1. What different technologies do you use to communicate?
2. What are the advantages and disadvantages of writing an email?
3. When do you write email messages in your daily life?
4. Talk about the last time you wrote an email in English.
5. What is difficult for you when you write an email in English?

Language Focus

A. Choose the best answer. Each one should be used only once.

From: komatsu2001@kafuwamail.com

To: kjones1738@kafuwamail.com

Subject: About myself

Dear Mr. Jones,

I am one of the students in your writing class on Tuesday at 10:30, and I am writing my (1)_____ introduction as you (2)_____.

I am a first-year student in the (3)_____ of Economics, and I am excited about taking your English class. At school, I studied English for six years, but I did not do so much writing in English. I (4)_____ really like to (5)_____ my writing and speaking skills. I hope to study English abroad while I am at the university.

I am from Takamatsu in Kagawa (6)_____. Do you know Kagawa? It is on Shikoku, and is famous for its Ritsurin Garden and Takamatsu Castle.

I am interested in baseball and music. At high school, I was a (7)_____ of the school baseball team, and I played the Spanish guitar. At university, I want to start a rock band.

Kind (8)_____,

Koji Matsuhiko

(a) member (b) Faculty (c) self (d) Prefecture (e) regards
(f) improve (g) requested (h) would

B. Look at the greetings and closings in the box. Write "F" for formal and "I" for informal phrases.

Greetings: Hi Jim () Dear Mr. Jones () Hello Jane ()

Dear Anne () Dear Sir/Madam ()

Closings: Yours truly () Yours () Love () Sincerely yours ()

Yours sincerely () Take care () Thanks ()

Yours faithfully () Cheers () See you ()

Writing Example

Read and listen to the email message. Make notes in the table.

From: Yoshi777@kafuwamail.com To: hfonda1121@kafuwamail.com Subject: Hello from Japan
Dear Mr. and Mrs. Fonda, Hello from Hiroshima, Japan! I will be staying at your house for three weeks from August 10th. I would like to thank you for accepting me as a homestay student. I'm from Osaka, but now I live in Higashi-Hiroshima City, Japan. I am a first-year student at Hiroshima University, majoring in engineering. Higashi-Hiroshima is located to the east of Hiroshima City. It is called the capital of Japanese sake because it has a lot of sake breweries. I like playing basketball. I belonged to the basketball club in my high school, and I sometimes enjoy playing basketball with my college friends. I have studied English for six years, but I am not good at speaking English. I would like to improve my English by communicating with you a lot! As this is my first time to study in the USA, I am so excited. I hope I can study a lot of English and learn about American culture during my homestay. I am looking forward to hearing from you. Regards, Yoshiki

Greeting	
Self introduction <i>e.g. hometown, major</i>	
Closing	

Preparing to Write

You are going to study abroad. Write an email reply to the following.

From: yoonji0808@kafuwamail.com To: studentXXX1533@kafuwamail.com Subject: Hello from South Korea
Hello! My name is Park Yoon-Ji. I'm from South Korea. You and I have been assigned to be roommates in a student apartment for next school year at Cal State, LA. Please call me Yoon-Ji.
I graduated from a high school in Busan this winter, and I am now at a language school in Busan, preparing for next year. I'm going to major in economics. I like listening to music and cooking—I hope I can cook some Korean dishes for us. Please feel free to email me to figure out who's bringing what to our room!
Best,
Yoon-Ji
PS I also have a Messenger account. It's @yoonji0808.

Work in a pair. Ask and answer the following questions.

1. Where are you from?
2. What is your major?
3. What are your hobbies and interests?
4. What do you want to ask Yoon-Ji?
5. How are you going to start the email?
6. How are you going to finish the email?
7. Is there anything else you want to write in your email?

Make notes in the table.

Greeting	
Self introduction	
Closing	

Write your email on the next page.

Resource Page

メールの作法：フォーマルとインフォーマルの使い分け

大学生活、社会生活、仕事において、メールは他人と連絡を取るための重要な手段です。ですからメールを書く時にはフォーマルとインフォーマルのどちらの文体で書くか決めておきましょう。インフォーマルな文体はルールが比較的自由で、短縮形や、短く不完全な語句が使われます。フォーマルなメールは、全体の構成が明確で、省略のない完全な文が用いられます。

書き出しと結びを見れば、そのメールがフォーマルかインフォーマルかわかります。インフォーマルなメールでは、Hello / Hi の後にファーストネームを組み合わせた挨拶が使われます。フォーマルなメールでは、Dear とファミリーネームの組み合わせが使われます。

フォーマルなメールの結びは、国によって若干異なります。米国のビジネスメールでは Yours truly や Sincerely yours が使われるのに対し、英国のフォーマルな場面では Yours sincerely が使われます。Dear Sir/Madam で始まるような大変改まったメールでは、結びに Yours faithfully が使われます。

結びの語の中には、フォーマルとインフォーマルの両方で用いられるものもあります。よく使われるのは Kind regards と Best wishes の二つです。

Summary in English on p. 83



About Japan: *Work with a partner and explain the picture.*
(Hint: What do you know about Himeji Castle?)