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**Business Email**

Strategic HRD Partner



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## Asking for an Email Address.

## Today's Goal

## Asking for an Email Address.

## Today's Expressions

## 1. Would you be interested in providing me with your email address?

(저에게 이메일 주소를 알려주시겠어요?)

Definition

A request for an email address

Sample

"I would like to follow up on this conversation at a later date. **Would you be interested in providing me with you email address?"**

## 2. How about jotting down your email address?

(이메일 주소를 적어 주시는 건 어떠세요?)

Definition

Asking someone to write (jot) down their email address

Sample

"I seem to have forgotten my pen. **How about jotting down your email address for me?"**

## 3. Do you have a preferable email account that I can contact you at?

(제가 연락 드릴 수 있는 선호하는 이메일 계정이 따로 있으신가요?)

Definition

Inquiring about a particular email account that one prefers to be reached at

Sample

"In this day and age, one must use multiple email accounts in order to stay connected. **Do you have a preferable email account that I can contact you at?"**

## Today's Dialogue

A : Jacob, *could you please* tell me a little about yourself?

B : Sure, My full name is Jacob Martin and I'm a thirty one year old investment banker. I enjoy windsurfing and playing squash.

A : Intriguing. Do you enjoy your *line of work*? Investment banking is *lucrative* but challenging.

B : Correct. You definitely have to *earn what you keep*. If I don't get results, I'll lose my position quickly.

A : I see. How long have you *been at it*?

B : I think it has been seven years now. Gosh. I can't believe it's been that long already!

A : I'd like to follow up with you at a later date. **Would you be interested in providing me with your email address?**

**How about jotting down your email address here?**

B : Gladly.

# Asking for an Email Address.

## Translation

- A : 제이콥, 저에게 자기 소개를 간단하게 해주시겠어요?  
 B : 네.제 이름은 제이콥 마틴이고 저는 31살의 투자은행가입니다.저는 윈드서핑과 스쿼시 하는 것을 좋아해요.  
 A : 흥미롭군요.지금 계시는 분야의 일을 즐기시나요?투자은행이 수익성이 좋기는 하지만 어렵기도 하잖아요.  
 B : 맞습니다.확실히 번 만큼 일을 해야 하죠.만약 결과를 내지 못하면,저는 금방 제 자리를 잃고 말 것입니다.  
 A : 그렇군요.그 일을 한지는 얼마나 되셨죠?  
 B : 7년쯤 된 것 같네요.와, 벌써 그렇게나 되다니 믿겨지지 않습니다!  
 A : 후일에도 계속 연락을 했으면 하는데,저에게 이메일 주소를 알려주시겠어요?여기에 이메일 주소를 적어주시는 건 어떠세요?  
 B : 물론이죠.

## Voca & Idioms

1. Could you please ~ (~해 주시겠습니까?)  
 I need the answer for number twelve. Peter **could you please** tell me it?
2. Line of work (일하는 분야)  
 Marvin is an engineer. He got into that **line of work** fourteen years ago.
3. Lucrative (수익성이 좋은)  
 Jane was hired at the law firm last month. She is in a very **lucrative** profession now.
4. Earn what you keep (버는 만큼 일하다)  
 Salespeople have to work hard at attracting customers. They definitely **earn what they keep**.
5. Be at it (some task) (열심히 일하다)  
 Sarah is working on her art project now. She's **been at it** for seven hours.

## Today's Practice

### Unscramble the Words to Make Sentences

1. provide please could me with address you your email

\_\_\_\_\_.

2. problem at is dot com it no jane smith naver

\_\_\_\_\_.

Could you please provide me with your email address?

No problem, it is jane smith at naver dot com.

# Asking for an Email Address.

**Fill in the Blanks with the Words in the Box**

- |                               |       |       |     |
|-------------------------------|-------|-------|-----|
|                               | (A)   |       | (B) |
| 1. Would you be interested in | _____ | _____ | ?   |
| 2. Would you be interested in | _____ | _____ | ?   |
| 3. Would you be interested in | _____ | _____ | ?   |
| 4. Would you be interested in | _____ | _____ | ?   |
| 5. Would you be interested in | _____ | _____ | ?   |
|                               | (A)   |       | (B) |

reading	your phone number
playing golf	the project by next week
providing	the paragraph
doing	at seven o'clock tonight
making dinner	at seven mile country club

**Practice Conversation**

- Now practice using as many expressions from today
  - Choose one of the three given situations
    - ✓ Someone asks his or her colleague for their email address...
    - ✓ Someone asks his or her co-worker to get help with a certain project...
    - ✓ Someone asks his or her client what they are interested in...