

Chapter 12	The Basics of a Business Document ② (Exercise)	/
------------	--	---

In the previous class, we learned the meaning of the business document and how to write business documents for specific purposes. In this class, let's learn how to write specific business documents using real examples. Please proceed with the following exercises by confirming your knowledge of honorific expressions, as well as manners and rules specific to business documents.

♪ work ♪

Q1 : Write the following business documents appropriately using Word on a PC:

1. External documents

1) Quotation request letter

Request a quote for the following by October 15, two weeks from today

- 20 sets of the PC software, 'Doors2015'
- Delivery deadline: November 10, 2015
- Delivered to: Sales Department, Setsunan Bussan Co., Ltd.
- Document No.: Setsu-han No. 240 / Sending date: October 1, 2015

2) Cover letter responding to the quotation request letter

♪ work ♪

Q2 : Write a cover letter that includes the following:

- We appreciate your continuous support.
- Please confirm the attached quotation about the request (Setsu-han No. 240) received on October 1.
- We would like to draw your attention to the fact that we offer a highly competitive price that we hope will help you to arrive at a final decision.

2. Internal documents

♪ work ♪

Q3 : Write a letter that includes the following:

- ※ Announcement of the schedule of the emergency evacuation drill (by the department of general affairs).
- A 7.0-magnitude earthquake emergency evacuation drill will be held from 9 a.m. to 10 a.m. on Friday, December 26.
 - The elevators will stop operating during the drill.
 - All employees should participate in the drill (if it is impossible to participate due to work, contact the immediate manager for permission).
 - As firefighting exercises will take place, wear light, non-flammable clothes.
 - As the siren will continue to sound for one minute within the building, inform the people outside the company that the emergency drill is happening.
 - Everyone should read through the attached evacuation routes and procedures, and be sure to participate in the drill.

【Post-learning task】

◆ Business documents ④

Write the following internal document.

【Notice】

- Keiko Tomita of the general affairs department of SETSUNAN Co., Ltd., was told to write a notice about an energy saving campaign, 'cool biz'.
- Cool biz will be adopted from June 1 to September 30.
- Male workers can take off ties, and wear suits only in public situations and when directed to do so.
- Both male and female workers should keep in mind that they are to refrain from wearing 'loud' clothing as it may look unprofessional to clients.
- The notice regarding cool biz will be displayed at the company entrance, as well as the entrance of