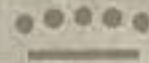


English Correspondence (İngilizce Yazışma)

Yrd. Doç. Dr. Ahmet Arif AYDIN



PALACE HOTEL TOKYO

ネット接続中断のお知らせ

お客様各位

4月14日(木曜日)早朝4時00分より約1分間、電気系統の設備点検作業のためインターネット接続回線が使用できなくなります。お客さまにはご不便ご迷惑をおかけいたしますが、何卒ご理解を賜りますよう宜しくお願い申し上げます。

パレスホテル東京
ハウスキーピング課

Advisory of Internet access Interruption
in the guest room

Dear Guests,

Due to the Emergency electric utility maintenance, we will have an interruption of internet access for approximately one minute from 4:00 a.m. on Thursday, April 14th.

We apologize for this inconvenience, and highly appreciate for your kind understanding.

Please do not hesitate to contact us if we may be of any assistance on this matter.

Housekeeping Office
Palace Hotel Tokyo

Modal Verbs

Modal	Function	Form in the Present	Form in the Past
Had better	To show advisability	We had better leave. It is getting late.	
Must	To show probability or to make a logical assumption	Janice must be out this evening. She does not answer the telephone.	Janice must have been out last evening. She did not answer her telephone.
	To show necessity	I must call my parent tonight.	I was late for the meeting because I had to call my parents last night.
	To show prohibition	You must not cross the street on red light.	
Have to	To show necessity	Mike has to make up the class he missed.	Mike had to make up the class he had missed.
	To show lack of necessity	I am glad that I do not have to cook tonight.	I did not have to cook last night.

Modal Verbs

Modal	Function	Form in the Present	Form in the Past
Will	To make a promises or	The federal government will	
	To state a general truth	The new car they have developed will run on	
	To ask a polite	Will you help me with these boxes?	
Would	To ask a polite	Would you help me with these boxes?	
	To indicate a repeated		When I lived in LA, I would go to the beach every day.
	To indicate future time		Mark promised that he would help me with my math homework.
Would rather	To show a preference	I would rather go to summer school than	
Would like	To express a desire	I would like to go to medical school.	I would have liked to go to medical school.

25 Commonly Used Phrases That Can Hinder Your Success

21. “I’m sorry, I have a question...” “

Never say you’re sorry if you’re not actually sorry. Having a question isn’t something to apologize for. Apologizing often makes you seem tentative and unsure — and that’s definitely not a plus in the workplace.

22. “I just need a minute.”

No you don’t — you can’t accomplish anything in a single minute. Stop using this phrase and be precise about what you need. Your boss and co-workers will appreciate the respect.

23. “Um...” and “Well...” “

These filler words don’t communicate anything, and they won’t improve others’ confidence in you. Skip them and say what you mean.

24. “We call it ‘The Aristocrats’...” “

Even if inappropriate jokes occur “just between friends,” someone can easily overhear you and become uncomfortable. Harassment and creating a poor work environment are serious issues that — unlike some of the others on this list — could get you fired immediately.

25. “I want to touch base on how we’ll synergize the pivot...” “

Relying on corporate jargon shows you aren’t able to think critically or originally. Ditch the buzzwords. Make sure that what you say has substance, or you won’t be on your work team for long.