

An email to ask a colleague to do something

Learn how to write an email to ask a colleague to do something.

Before reading

Do the preparation task first. Then read the text and tips and do the exercises.

Preparation task

Match the definitions (a–h) with the vocabulary (1–8).

Vocabulary

1. a request
2. recently
3. grateful
4. the close of business (COB)
5. by 6 p.m.
6. to be interested in something
7. a client
8. a deadline

Definition

- a. a customer or buyer
- b. to want to know more about something
- c. a short time ago
- d. showing thanks
- e. before 6 p.m.
- f. the end of the working day
- g. the act of asking politely for something
- h. a day or time when something has to be finished

An email to ask a colleague to do something

From: Gabriela Flores

To: Yuki Sato

Subject: Request for new price list for V1698 face creams

Dear Yuki,

We are presenting to some new clients next Monday 10 December and they are interested in our V1698 face creams.

I understand from Kate that the prices have changed recently. She mentioned that you have the new price list. Do you think you could email it to me?

I would be grateful if we could have it by close of business on Thursday 6 December. That would give us time to prepare for our presentation.

Thanks very much for your help.

Best regards,

Gabriela

Tips

1. Some people prefer you to use their first names, and others prefer you to use their title (e.g. *Ms/Mr*) + their surnames. Find out what is normal in your company when writing emails.
2. Explain the reason for the request.
3. Give a deadline when possible.
4. Give dates clearly.
5. Make your request polite by starting it with *Do you think you could ... ?* or *I would be grateful if you/we/I could ...* .
6. If you don't know the person you are writing to well, you can finish by writing *Best regards* just before you sign your name.

Tasks

Task 1

Are the sentences true or false?

	Answer	
	True	False
1. Gabriela wants Yuki to meet some new clients on Monday.	True	False
2. The new clients want to know more about the face creams.	True	False
3. Kate told Gabriela that Yuki has the new price list for the face creams.	True	False
4. Gabriela wants Yuki to email Kate.	True	False
5. Gabriela needs the new price list for her presentation.	True	False
6. It is fine for Yuki to send Gabriela the new price list on Wednesday 5 December.	True	False

Task 2

Complete the sentences with a word.

- you think you could help me with organising the conference?
- I be grateful if you could send it today.
- Do you think you help with the presentation?
- I would be if you could come to the meeting.
- I would be grateful you could send me the report.
- Thanks very much your help.

Task 3

Complete the sentences with the phrases in the box.

Best regards, before your name

prefer to use their first names or surnames

I would be grateful if you could

explain the reason for it

- When writing an email, find out if people
- When you make a request,
- You can make your request polite by starting it with *Do you think you could* or
- You can finish the email with

Discussion

Do you write a lot of emails to your colleagues?

Answers

Preparation task

1. g
2. c
3. d
4. f
5. e
6. b
7. a
8. h

Task 1

1. False
2. True
3. True
4. False
5. True
6. True

Task 2

1. Do
2. would | 'd
3. could
4. grateful
5. if
6. for

Task 3

1. prefer to use their first names or surnames
2. explain the reason for it
3. *I would be grateful if you could*
4. *Best regards*, before your name