

by Aska Okamoto



Exercise 1

Write a refusal email in English to an English teacher who invited you to an international hour this Friday after school. (4 to 8 sentences)

Write a refusal email in Japanese to a Japanese teacher who invited you to an international hour this Friday after school. (4 to 8 sentences)



Exercise 2

Your teacher will give you three example emails in English. Review them and answer the questions in each section that applies to the emails A, B, and C.

What kind of expression of apology did they use in the email? Please write it out.

Email A:

Email B:

Email C:

Which expression of refusal was used? Put a check mark underneath the corresponding phrase used:

	cannot/can't	couldn't	will not be able to	other
Email A				
Email B				
Email C				
total				

→What about commonly in Japanese?

Were the excuses given specific or general? Put a check mark under specific or general for each email:

	Specific excuse	General excuse
Email A		
Email B		
Email C		
total		

→What about commonly in Japanese?

What types of alternatives were mentioned? Put a check mark under the corresponding types of alternatives:

	Asking a reschedule	Asking for an invitation	Just mentioning another time
Email A			
Email B			
Email C			
total			

→What about commonly in Japanese?

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Exercise 3

In your own words...

Write your own draft of a refusal email to your English teacher.

Exercise 4

Write your finalized version of your email here, after review and editing. Then please email the English teacher and cc your teacher on the email.

To:

Body text:

