

Aaron Coaches Japan

Bringing You Clear English Communication

director@aaronlanguage.com

1819 Polk Street, #471
San Francisco, CA 94109
Telephone: 415-567-5278
Fax: 415-567-4810

September 12, 2011

Dear Mr. Suzuki,

Thank you for your interest in Aaron Coaches and your self-introduction. Your writing is good! You express your ideas clearly, and your syntax and grammar are quite good. I can tell that you have worked to improve your writing. With practice and guidance, I believe you could reduce the number of errors and increase the sophistication of your writing.

Your writing has several kinds of mistakes. The first mistake is cultural.

Example I.

Original text

My name is Masa Suzuki.

This sentence is grammatically correct but culturally incorrect. You would not introduce yourself like this in a letter because names are always at the bottom of a letter. If you are writing a letter in English, you should write something like this:

Revised text

Best regards,

Masa Suzuki

If you look at my response to your self-introduction, you'll see the revised version.

Example II.

Original text: If writing lessons make my speaking fluent, I like to have them.

Revised text 1: If writing lessons will make my speaking fluent, I would like to take a class with you.

Revised text 2: If studying writing will improve my speaking, I would like to sign on the dotted line for a writing class.

Note four details:

(1) Revised text 1 and revised text 2

Revised text 1 is the corrected original text. Revised text 2 is more natural English and my writing style. We each have our own unique writing style. I am not suggesting that you copy my style. As you write more, you will develop your own unique writing style.

(2) Lessons

When I think of lessons, I think of tennis and guitar lessons. "Studying writing" sounds more natural.

(3) Them

Although I understand that "them" refers to writing lessons, somehow "them" is too far from "writing lessons." Another noun is better here than a pronoun.

(4) Sign on the dotted line

"Sign on the dotted line" is a casual expression that means to make a commitment.

Because your goal is improving your speaking, you might want to consider MEW 3000. The assignments for this class are short. In the assignments, you could alternate between casual and formal writing. Alternating would help you to improve both casual, meaning every day conversations and email, and formal communications, meaning presenting yourself at work and giving presentations. If you decide to take a class with us, you would work one-to-one with a coach to help you advance your English writing.

If you have any questions, please let us know.

Best regards,

Inda S. Shirley, Ph.D.

Director

Mr. Suzuki's revised self-introduction

Dear Aaron Coaches,

I have decided to take writing lessons.

My English proficiency is TOEIC 755. My goal of studying English is to achieve the ability to speak English fluently. I have heard that to improve writing skill brings you to improve speaking skill. If writing lessons make my speaking fluent, I like to have them.

I would like to take ACW course. This would be interesting for me.

Though I really feel sorry to make a lot of mistakes on this writing, I look forward to your answer.

Best regards,

Masa Suzuki

Mr. Suzuki's original self-introduction

My name is Masa Suzuki.

I have decided to take writing lessons.

My English proficiency is TOEIC 755. My goal of studying English is to achieve the ability to speak English fluently. I have heard that to improve writing skill brings you to improve speaking skill. If writing lessons make my speaking fluent, I like to have them.

I would like to take ACW course. This would be interesting for me.

Though I really feel sorry to make a lot of mistakes on this writing, I look forward to your answer.