



JANUARY OPEN WORKSHOP

BUILD BETTER RELATIONSHIPS WITH APPRECIATE

Workshop Goal: Learn how to use the word "appreciate" in 4 different situations

Saying "Thank You"

If you want to thank someone for their hard work, a favour or their help, use appreciate!

e.g. I really appreciate your help on the ABC project.

e.g. I appreciate you coming today.

Making Requests

Use appreciate to make polite requests in both emails and when speaking to someone.

e.g. We would really appreciate it if you could send us the report by 5 pm.

e.g. Any advice would be highly appreciated.

Saying "I understand"

If you want to tell someone that you understand their feelings or a tough situation, use appreciate:

e.g. I appreciate that the deadline is very tight, but let's try our best to finish ASAP.

e.g. I appreciate that you're not happy with the offer. Maybe we can try to find a solution together.

Ending Emails

At the end of a Japanese email, you might say something like 「ご協力、ご理解お願いいたします」

We can say something similar in English that will conclude your emails professionally. For example:

e.g. We appreciate your cooperation and understanding in advance.

e.g. I appreciate your understanding on this matter.

Of course, there are more ways to use appreciate to end emails so we encourage you to research yourself after the workshop!



Workshop Activity

Now you know how to use appreciate (we hope!) Let's hear some examples. Try to make 2/3 sentences (simple sentences OK!) using appreciate.

e.g. We really appreciate you all coming to the OPEN Workshop!