

Example corrected e-mail transcription

When sending a corrected e-mail transcription to your teacher, be sure to write the **topic, name, class, and date**. Type corrections in UPPERCASE to show a word the conversation doesn't need, and (parentheses) to show a word that the conversation needs.

Topic: What do you think about...
Name: Takako Nishimura
Class: Oral Communication Strategies 5
Date: 11/24/2000

Takako: Good morning.

Yasuko: Good morning.

T: What do you think about Internet shopping?

Y: Ah, Internet shopping. To tell the truth, I have never bought anything.

T: Through... BY using (the) Internet?

Y: Yeah.

T: Me, TOO (either). But why DIDN'T (don't) you use Internet shopping?

Y: I think it's DOUBTFUL (suspicious). Have you...?

T: I haven't bought anything on (the) Internet because I worried about...I'm worrying that that might cause some problems.

Y: Yeah, we have many problems.

T: For example, even if we pay FOR the bill, BUT we can't get the goods (sometimes).

Y: I'm THINK (thinking) of IT (that).

T: I think (the) Internet is so useful when I try to find some information for research papers or reports, (or) something like that. But sometimes I can't trust the Internet.

Y: Me, too. I think THE famous COMPANY IS (companies are) TRUSTED (trustworthy).

T: Really?

Y: Yeah, for example, Yoji-ya.

T: Yoji-ya? I don't know that.

Y: You know, the paper which...

T: Yeah, I remember that.

Y: Or VICTORIAS SECRETE (Victoria's Secret). It (is) a maker FOR (of) underwear. Their underwear is very, very cute and cheap. But we don't have the shop in Japan. In Yoji-ya, we can get...

T: Kyoto?

Y: Yeah, IN only (in) Kyoto. The Internet is useful for such (a) shop.

T: But when we buy something on the Internet, we must put our credit card number or bank number, password, on the Internet. So I'm afraid.

Y: Maybe we can choose which...when we get the goods, then.

T: After we get the goods?

Y: So you can use the postman, not postman...

T: Maybe you mean the worker FOR (at) a post office.

Y: Yeah, post office or...

T: Delivery service?

Y: Yamato Takkubin or something like that. Maybe you can choose (which one you want). I have never done it. I don't know but maybe you can choose...

T: I wanna TALKING (talk) about (the) Internet more, more. I also... I often use the CITE OF (site for) fortune telling.

Y: Oh really.

T: Have you USE THE (used a) fortune telling CITE (site)?

Y: Not. No.

T: No? Don't you like fortune telling?

Y: I don't, maybe. I use it for e-mail.

T: Oh really?

Y: I always use it...

T: Oh, it's time. So thank you very much.
Y: Thank you.