Overseas Visitor





This week...

Nicole is showing an overseas visitor, Peter around her office. She is going through the afternoon schedule with him.

Lesson Objectives...

- Welcoming overseas visitors
- Building relationships

Business English Conversation

Basic Class

Warm Up – Topic Question





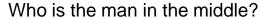
Have you ever had an overseas business associate visit your office in Japan?

Picture Description



Who are those people and where are they?







*Create a short story using the following format

- 1. Who
- 2. Where
- 3. When
- 4. What's happening?





*Create simple sentences using the vocabulary

- 1. schedule

- 2. factory3. plan4. enough

I want to visit the factory this afternoon.



Phrases



- 1. We will have a brief meeting with the CEO after lunch.
- 2. It's about an hour away by car.
- 3. We plan on leaving at around 6 pm this evening.
- 4. I have to be at the station by 7 am.







Phrases

Nicole	Welcome to our office, Peter.
Peter	Thank you, Nicole. It is nice to be here.
Nicole	I want to go through the schedule with you for what I have planned this afternoon.
Peter	Sure, go ahead.
Nicole	We will have a brief meeting with the sales manager after lunch, then we will visit the factory for two hours.
Peter	Is the factory near this office building?
Nicole	It is about 20 minutes away by car. We plan on leaving at 2 pm and we will be back here at around 5 pm.
Peter	That's fine. I have to be at the airport by 7 pm.
Nicole	You should have enough time to get there by then.

Sentence Building



- 1. We will have a brief meeting with after lunch.
- It's about away by car.
 We plan on leaving at
 I have to be at by

Responses - Articles

Please select the most appropriate response for each item below:



A: Will I be able to meet the HR manager this afternoon?

B: Yes. We will have brief meeting with her at 3 pm.

no article / the / a



2 A: I want to go through schedule with you.

B: Sure, go ahead.

the / an / a



A: What did you think of our visitor from Thailand?

B: He was interesting person.

the / no article / an



A: What time do you plan on leaving this morning.

B: At 7 am. Please meet in lobby at 6:45.

no article / the / a



A: How many people will be visiting from the London office?

B: There will be five members including sales manager.

no article / the / a



A: Is the factory near this office building?

B: It is about 30 minutes away by car.

the / no article / a

Role Play – Overseas Visitor



Student A is visiting Student B's office in Japan for the first time. They are greeting each other and talking about the afternoon schedule.



Student B: Welcome to our office, (name).

Student A: Thank you, (name). It's nice to be here.

 Continue the conversation using the Key Phrases and Schedule Ideas from below.

Key Phrases

- I want to go through the schedule for this afternoon.
- We will have a brief meeting with
- You should have enough time.
- Sure, go ahead.
- Is the near here?
- I have to be at by
- Other

Schedule Ideas

- tour the office
- greet department managers
- brief meeting with the sales manager
- visit factory
- listen to presentation
- have dinner with CEO
- other

Discussion



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- Have you ever visited an office overseas before?
- Do you enjoy hosting overseas visitors?
- Where would you take an overseas business visitor if they were visiting your city?

Word Index



about - We will leave the office about 5 pm.

brief - We will have a brief meeting tomorrow morning.

enough - I don't have enough time to meet this afternoon.

factory - What time will we visit the factory?

greet - Please greet the guests in the lobby.

nice - It is nice to meet you for the first time.

schedule - Could you please show me the schedule?

visitor - A visitor from Vietnam will come next week.

Next Week



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Telephone Interruptions

Phone calls don't always come at the best time. What should you do when you don't have time to receive a call, but the call is urgent? What should you do when you're too busy, but the calls keep on coming? Next week we look at ways of ending calls swiftly but politely, and ways of expressing that your call is urgent, and simply can't wait.