



## 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

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## Basic Class



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

Who are those people  
and where are they?



B



A



Who is the man in the middle?

\*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. factory
3. plan
4. enough

I want to visit the **factory**  
this afternoon.



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.

- Words
- Phrases

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

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

Please select the most appropriate response for each item below:

1. 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

3. A: What did you think of our visitor from Thailand?  
B: He was .... interesting person.

the / no article / an

4. 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

5. A: How many people will be visiting from the London office?  
B: There will be five members including .... sales manager.

no article / the / a

6. A: Is the factory near this office building?  
B: It is about 30 minutes away by .... car.

the / no article / a



**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*

- 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?

- 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.*



## 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.