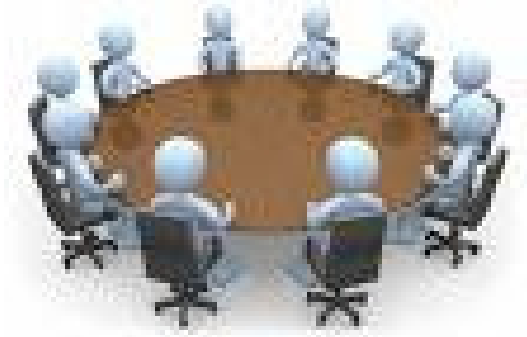


First Meeting



(Mr. Chan and Mr. Wong are sitting in the office when Jun knocks on the door.)

Mr. Chan: Good afternoon. You must be Mr. Honda.

Jun: Yes. Mr. Chan? It's a pleasure to meet you.

(Mr. Chan and Jun shake hands.)

Mr. Chan: Allow me to introduce our President. This Mr. Wong, the President of Kowloon Company.

Mr. Wong: Good afternoon Mr. Honda. How do you do?

Jun: How do you do, Mr. Wong.

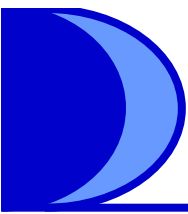
(Mr. Wong and Jun shake hands.)

Jun: I'm sorry I kept you waiting. I got stuck in traffic.

Mr. Wong: That's all right. It's hard for visitors to get around this city, and anyway, we still have an hour before our next appointment.

Mr. Chan: By the way, how was your flight?

Jun: It was all right. It was a little bumpy but I managed to get a little sleep.



First Meeting

Mr. Chan: Are you staying for a few days?

Jun: I have two days or so for this business trip, enough time for me to do the things I have to do.



Mr. Chan: I'm happy to hear that. Okay then, let's get down to business. Understand that Bell Trading has been getting a lot of orders recently.

Jun: Yes, business has picked up since the end of spring. As a result we need to procure more semi-conductors to meet the increased demand for our products over the next three products.

Mr. Chan: I see. Our engineers have gone over the specifications you sent us...

(Mr. Wong's secretary starts to make some tea as the meeting continues...)

Useful Expressions:

1. Let's get down to business.

OR: Let's get started.

-This expression is used to let everyone know that work is about to start

2. Business has picked up.

OR: Business is booming.

-This expression tells someone that a company's sales have increased recently.

3. Allow me to introduce...

OR: Let me introduce....

-These are phrases we use when we introduce someone to another person

4. I'm sorry if I...

OR: I'd like to apologize for...

-We use these phrases when we want to apologize for something

5. I managed to...

-This means we did something, but it was difficult to do it

6. I'm happy to hear that.

OR: That's good to know.

-This is something we say when someone has told us some good news