

Appointment Arrival



(At the reception)

Jun: Excuse me. Good afternoon. I have an appointment with Mr. Neo Chan at 3 o'clock this afternoon. I was supposed to be here earlier but unluckily I was stuck in traffic. Where can I possibly meet him?

Receptionist: You must be Mr. Jun Honda from Bell Trading.

Jun: Yes, I am.

Receptionist: Mr. Chan is having a meeting right now but the meeting will end few minutes from now. He was expecting you at 3 o'clock but it's quarter to 4.

Jun: On what floor is Mr. Chan's room located?

Receptionist: It's on 21st floor. Please wait for him at the lobby. I will call your attention when Mr. Chan is available to meet you.

Jun: Thank you so much.

Receptionist: For the meantime Mr. Honda, would you like something to drink?

Jun: Tea will do. Thank you.

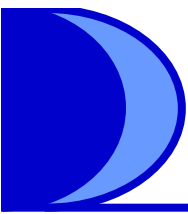
Receptionist: Okay, sir. Your tea will be served after a minute.

Jun: Thank you.

(after half an hour)

Receptionist: Mr. Honda, Mr. Chan is now waiting for you at his office.

Jun: Thank you so much. Be there in a minute.



Appointment Arrival

Useful Expressions:

1. Where can I possibly meet him?
=Where is his office?
2. Pleased to meet you.
= Nice to meet you. / Nice meeting you.
Response:
*Pleased to meet you too.
* The pleasure is mine.
* It's a pleasure to meet you.
3. Tea will do.
= Tea would be fine.
= I'd like to have some tea.

Let's Talk

1. Have you tried being late in an appointment before? Tell something about it.
2. In your country, are the people very particular about time and being on time for an appointment? How important is it?
3. Do you agree that the credibility of a business person also reflects on how he manages his time? Why or why not?

Real World Situation

You are scheduled for a project presentation but you were late for the reason that, you overlook the time. Ask an apology to the members of the Board.