



At The Office



(Jun enters Mr. Stanton's office)

Jun : Good morning Mr. Stanton, how are you doing today ?

Mr. Stanton: Hello Jun, I am fine thank you. How about you?

Jun : I'm doing good also, just a little busy for the preparation of our new project.

Mr. Stanton: Talking about the new project, we're planning to launch the new model of mobile phone this month.

JUN; Yes, I've been working on it.

Mr. Stanton: Right, and we need advanced semiconductor for this. New model. Do you know any manufacturers that can meet its requirement?

JUN : Well, I believe that I know one company in Hong Kong that produces reliable products.

Mr. Stanton: All right, please contact them ASAP and let me know the status by the end of the day.

JUN: Certainly, boss.



Useful Expressions:

1. Greetings

a. How are you doing today?

How are you feeling?

How is it going?

How are you?

What's new?

b. Response

I'm doing well

I'm alright

Pretty good

I'm fine

Not so good

Not so fine

Pretty bored

Pretty busy

c. We're planning to launch

We're planning to release

We're planning to
introduce

d. Certainly boss

Yes sir

Sure thing sir

Absolutely

Positively

No doubt

Key Words

1. preparation -= getting ready

2. advance = up to date / latest

3. manufacture = produce, make , invent, create

4. requirement = condition, demand, prerequisite,

5. reliable = credible, trustworthy, dependable

6. ASAP = as soon as possible

7. status = situation

8. To launch = release, introduce