

The background is a light blue and white pattern of various icons and gears. The icons include a computer monitor with a speech bubble, a person with a headset, a document with a line graph, a globe, a lightbulb, a network diagram, and a book. The gears are of various sizes and are scattered across the page. Large green quotation marks are positioned at the top left and bottom right corners.

Trial Lesson

General English

The background features a light blue and white color scheme with various icons inside gears of different sizes. The icons include a computer monitor with a speech bubble, a person wearing a headset, a document with a line graph, a globe, a lightbulb, a network diagram, a magnifying glass, a Wi-Fi symbol, a speech bubble, a gear, a document with a cursor, and a bar chart. There are also faint arrows and plus signs scattered throughout.

Business Introductions

General English | Advanced



Warm-up



Is networking important to you?
Why or why not?



Language

Vocabulary:

to obtain

confidential

policy

regulation

punctual

appropriate

to authorize

to restrict

Language

Vocabulary:

to obtain

policy

punctual

to authorize

confidential

regulation

appropriate

to restrict

Read the following sentences.

- 1. In the office we need to **obtain** a manager's permission to use the database.*
- 2. Our employees do not show **confidential** documents to clients.*
- 3. The **policy** of our company is to allow employees to have flexible working times.*
- 4. Our management is responsible for the upholding of company rules and **regulations**.*
- 5. Managers find it challenging to make sure that their subordinates are **punctual**.*
- 6. We need to wear **appropriate** clothes at work.*
- 7. The business deal has not yet been **authorized** by the company's president.*
- 8. The access to files is **restricted**. We cannot open these files on our computers.*

Language

Vocabulary:

to obtain
confidential

policy
regulation

punctual
appropriate

to authorize
to restrict

Answer the following questions:

1. Do you need to **obtain** a manager's approval to leave work earlier?
2. What are examples of **confidential** documents you have at work?
3. What is an example of your company's **policy** regarding taking time off?
4. Are there any special **regulations** about the usage of e-mail in your company?
5. How can a manager motivate employees to be **punctual** at work?
6. What are the rules on wearing **appropriate** clothes when you visit a client?
7. Who **authorizes** access to client's documents in your office?
8. Do you have any **restrictions** on eating lunch at your desk?

Language

Phrases: Introducing yourself and your colleagues

Allow me to introduce myself.

My name is...

Here is my business card...

I would like to introduce my colleague...

He/she is here to...

It is a pleasure to meet you.

Phrases: Asking and Answering Questions during Introductions

What do you do at work?

What kind of projects do you work on?

What are your responsibilities...?

I work as...

I am in charge of.../ I work on...

I am responsible for...

Reading Aloud

Read the dialogue with your instructor; switch roles and repeat.

Role A: *You are meeting with an overseas business partner for the first time.*

Role B: *You are the overseas business partner.*

Role A: *Allow me to introduce myself. My name is Satoshi Toyoda. I am a customer relationship manager for ABC Company. Here is my business card.*

Role B: *It's a pleasure to meet you, Mr. Toyoda. I am Alan Lesley. I am the Marketing Manager.*

Role A: *Nice to meet you, Mr. Lesley.*

Role B: *How was your trip, Mr. Toyoda?*

Role A: *It was very good, thank you. Please call me by my first name, Satoshi.*

Role B: *Thank you, Satoshi. You can call me by my first name, too.*

Role A: *I would like to introduce my colleague, Mr. Tatsuyoshi, the CIO of our company. He is here to meet with your company's managers.*

Role B: *It's a pleasure to meet you, Mr. Tatsuyoshi. I hope you will have a good discussion with our management.*

Role A: *Yes, it was a pleasure meeting you. I will see you at the meeting.*

Role B: *Thank you Satoshi. I look forward to seeing you again.*

Reading Aloud

Read the dialogue with your instructor; switch roles and repeat.

Role A: *You are meeting with an overseas business partner first time.*

Role B: *You are the business partner.*

Role A: *What do you do at work?*

Role B: *I work as a marketing manager and I am in charge of overseas operations for our company.*

Role A: *I see. What kind of projects do you work on?*

Role B: *Right now, I work on building business partnerships with Chinese companies.*

Role A: *Very interesting. Is it easy to find a good partner in China?*

Role B: *Well, it is not easy. We have to adjust to our cultural differences.*

Role A: *What are your responsibilities as a marketing manager?*

Role B: *I am responsible for our sales offices throughout Asia.*

Role A: *I see. You were also responsible for the online operations, right?*

Role B: *That's right. I used to work on improving our online business.*

Communication

Answer the following questions:

- 1. If you had a chance to go on a business trip overseas, which country would you like to visit?*
- 2. What type of impression would you like to make when you meet non-Japanese business people?*



Roleplay

*Perform the dialogue again with your instructor (Role B).
Switch roles and repeat if there is time left for more practice.*

Role A: *You are meeting with an overseas partner for the first time. Ask questions about their company and business projects.*

Role B: *You are their business partner.*



Feedback

What is a *good first impression*?



The background features a light blue and white color scheme with various icons inside gears. The icons include a computer monitor with a speech bubble, a person wearing a headset, a document with a line graph, a globe, a lightbulb, a network diagram, and a book. There are also smaller gears and arrows scattered throughout.

Business Introductions

General English | Advanced

