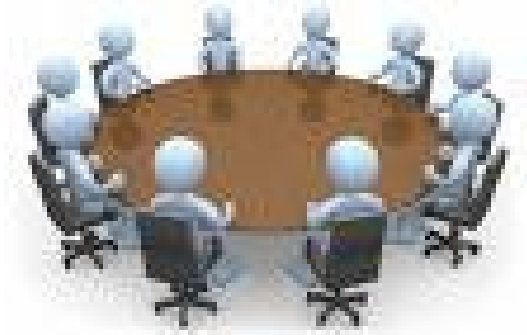




First Meeting



(At the office, Mr. Chan and Mr. Wong are sitting on their chairs. Jun knocks the door.)

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

Jun: Mr. Neo Chan, it's a pleasure to meet you.

Mr. Chan: Allow me to introduce to you my boss, Mr. Wong, the President of Kowloon Company and my secretary, Miss Foo.

Mr. Wong: Good afternoon, Mr. Honda. Nice meeting you.

Jun: The pleasure is mine, Mr. Wong and Miss Foo. I'm sorry I didn't mean to keep you waiting. I got stuck in traffic. There was no way to be here on time. I apologize for causing a trouble to your schedules.

Mr. Chan: That's fine. We still have an hour before our next appointment with another client.

Jun: Thank you for the consideration.

Mr. Chan: By the way, how was your flight? Hope you had a nice flight over.

Jun: Yes, I did. Thanks. Hong Kong is not too far from Japan, though.



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: Nice to hear that. Okay then, let's go down to business. I know your company, Bell Trading. Your business is expanding very rapidly at the moment.

Jun: Yes, we're doing quite well. In fact, for that reason I am here to negotiate over our needs of semi-conductors to meet the demands of our products.

Mr. Chan: Well, then. I'm going to schedule a factory visit so as for you to have a clear view of our products.

Useful Expressions:

1. Let's go down to business.

=Let's proceed directly to the discussion about important matter.

= You can also say: Ok, let's get started.

2. We are doing quite well.

=Things are doing great in our business.

3. Allow me to introduce to you my boss. (formal)

= Let me introduce to you my boss. (formal)

4. I'm sorry I didn't mean to...

= I apologize for

= Please accept me apology for....