

Lesson 13: Meeting the Company President

By Xandra

1. Dialogue

First, repeat after your tutor. Then, practice each role.

Koji is in the elevator on the way to his office. He decided to come to work at 7:00 AM today. He has just realized that the company president is in the elevator too.

Koji: Good morning, Mr. Jackson. I didn't know that you start work at this hour.

Mr. Jackson: Hello. I'm usually early.

Koji: I don't believe we've met. I'm Koji Maeda. I'm one of your engineers.

Mr. Jackson: (Shakes hands). It's good to meet you, Koji.

Do you always come to work at 7:00 AM?

Koji: Sometimes. Today I have to **prepare for** a presentation. It's a pleasure bumping into you, sir. I've always wanted to shake your hand.

2. Today's Phrase

First, repeat after your tutor. Then, make a few sentences using Today's phrase.

1. The staff is **preparing for** a meeting with the company president.
2. The task of **preparing for** the company seminar was given to Mr. Banner.
3. Bruce is busy **preparing for** an examination.

* **prepare for** ~ / ~に備える

3. Your Task

The CEO (=your tutor) walks by and unknowingly drops a piece of paper. You pick it up and decide to take it to him.

How will you give it back to him? The CEO thanks you, and asks your name and what you do in the company.

Respond to his questions in the most professional way.

4. Let's Talk

What would you like to say to your company's president if you could talk to him now?

Is it okay to speak casually with the company president? Why or why not?

5. Today's photo

Describe the photo in your words as precisely as possible.



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