

## Lesson 61: Quotations, Pricing and Proposals

By Xandra

### 1. Dialogue

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

Mr. Barton and Takeshi are talking about a request for a quotation from Hydra Computers.

Mr. Barton: Takeshi, we received an email from Hydra Computers.

Takeshi: What is it about, sir?

Mr. Barton: They're requesting a quotation for 1,000 microchips.

Takeshi: Would you like me to **reply to** their e-mail?

Mr. Barton: Yes. Please send them a proposal right away.

### 2. Today's Phrase

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

1. I have to **reply to** his email as soon as possible.

1. Jack politely **replied to** the customer's questions.

2. Did Customer Service **reply to** your complaint?

\* **reply to ~** / ~に返事をする、回答する

### 3. Your Task

*Your company makes and delivers lunch boxes. A customer (=your tutor) has called and she is asking for a quotation for 360 lunch boxes. Ask her the following questions: 1) what kind of food would she like?, 2) when does she need it?, 3) where should the lunch boxes be delivered? After she gives you the information, tell her that you need to calculate the price. Ask for her phone number so you can call her back later.*

### 4. Let's Talk

*Have you ever given a quotation?*

*Tell your tutor about it.*

*What information is important to include in a quotation?*

*What do you know about price proposals?*

### 5. Today's photo

*Describe the photo in your words as precisely as possible.*

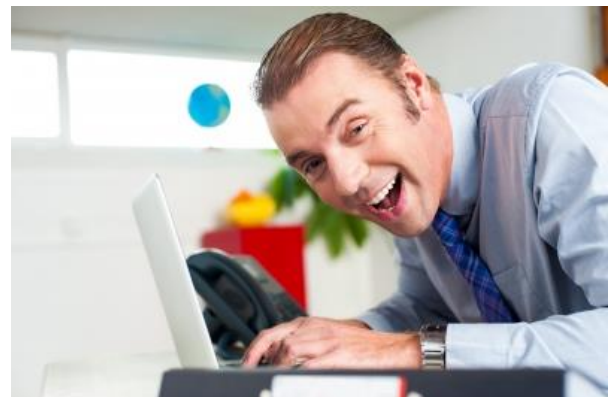


Image courtesy of stockimages / FreeDigitalPhotos.net