

Lesson 70: Payment 1 (Making Payments)

By Xandra

1. Dialogue

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

Mayumi works for Star Labs. Her company ordered something from Hydra Computers, which is a company situated abroad. Mayumi is talking to Hydra's sales officer, Mr. Brown.

Mayumi: Hello, Mr. Brown. This is Mayumi from Star Labs in Japan.

Mr. Brown: Hello, Mayumi. Did you receive the invoice I sent you?

Mayumi: Yes. We're ready to make the payment through online banking.

Mr. Brown: I see. I will send you the bank details by email.

Mayumi: That would be helpful. I also need the swift code for your bank.

Mr. Brown: Thanks for reminding me. I will include it in the email.

Mayumi: Okay. I will be **proceeding to** make the payment once I have your account details.

Mr. Brown: I appreciate that, Mayumi. It's a pleasure doing business with you.

2. Today's Phrase

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

1. Passengers of flight 788 bound to New York should **proceed to** Gate 3D.
2. If you don't have any questions about the sales report, let's **proceed to** the budget review.
3. After having a few bottles of beer, she **proceeded to** tell everyone about her problems.

* **proceed to ~ / ~へ進む、向かう**

3. Your Task

You work in the accounting department. As you are preparing a cheque for your supplier, you find a mistake on the invoice. In the supplier's quotation, the delivery is free of charge. But according to the invoice, your company is being charged for the delivery. Call the supplier (=your tutor) and tell them about the mistake. Ask him to provide a new invoice.

4. Let's Talk

What are the do's and don'ts when making payments?

What are some reasons for not being able to make payments on time?

Aside from paying suppliers on time, what are some ways to maintain a good relationship with business associates?

5. Today's photo

Describe the photo in your words as precisely as possible.

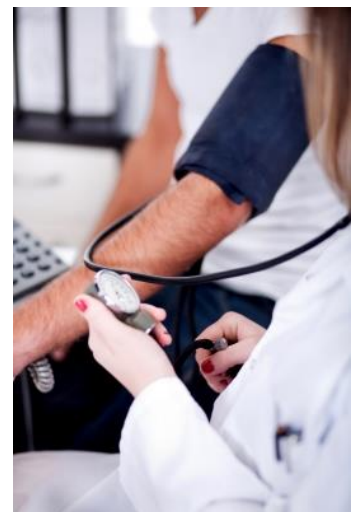


Image courtesy of photostock / FreeDigitalPhotos.net