

## Lesson 71: Payments 2 (Requesting Payment)

By Xandra

### 1. Dialogue

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

Kumiko works in the accounting department of an office supply company. Her job is to remind customers of unpaid invoices. Kumiko is talking to Mr. Williams about his company's payment.

Mr. Williams: Hello, Kumiko. How can I help you?

Kumiko: I'm calling to follow up on your payment. It's already overdue.

Mr. Williams: Could you give me the invoice number please?

Kumiko: Sure. It's 6587.

Mr. Williams: I thought we had already paid this invoice.

Kumiko: No, sir. We've not yet received your payment.

Mr. Williams: You're right. I think my assistant may have made the payment to a different company  
**by mistake.**

### 2. Today's Phrase

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

1. I'm sorry. I called your number **by mistake**.
2. Jack took the man's coat **by mistake**.
3. The package was sent to another person **by mistake**.

\* **by mistake** / 誤って、間違って

### 3. Your Task

You work for the accounting department. There's an unpaid invoice owing by ABC Company. Talk to ABC's manager (=your tutor) and tell him that the invoice is already overdue. He will ask you for the details of the invoice. Give him the following details: Invoice number: 5678, Item: 10 computers, total amount: \$8,500. Tell him that you will call again to follow up on the payment.

### 4. Let's Talk

Talk about your experience in requesting payment.  
Do you like asking people for payment? Why do you say so?  
What are some common reasons for delayed payments?

### 5. Today's photo

Describe the photo in your words as precisely as possible.



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