

Lesson 71: Payments 2 (Requesting Payment)

By Xandra

1. Dialogue

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

Kumiko is a collection officer. She is talking to Mr. Williams about his company's unpaid invoice.

Kumiko: Hello, Mr. Williams. I'm a collection officer for Hydra Computers. I just want to remind you that you have not made payment of your last invoice.

Mr. Williams: Can you tell me how much ABC owes?

Kumiko: According to the accounting records, ABC **owes** \$62,000 **to** Hydra.

Mr. Williams: When is this due?

Kumiko: This invoice was due last month, Mr. Williams.

Mr. Williams: Thank you for the reminder. I will do something about it.

Kumiko: When can we expect the payment?

Mr. Williams: Could you give me a call again later? I'll give you an answer then.

2. Today's Phrase

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

1. Jack **owes** a lot of money **to** many credit card companies.
2. How did you end up **owing** a million dollars **to** the bank?
3. I **owe** all my success **to** my family.

* **owe A to B** / ①A(金など)をBに借りている ②AはBのおかげである

3. Your Task

You work as a collection officer for Hydra Computers. ABC Company has not paid an invoice that is already overdue. Talk to the manager (=your tutor) of ABC Company. Remind him of ABC's unpaid invoice and ask him when he can make the payment. After he gives you a date (next week), say thank you and politely end the conversation.

4. Let's Talk

If you knew that you can't pay somebody on time, what would you do?

What are the do's and don'ts when requesting payment?

Are you good at asking for payment? Why do you say so?

5. Today's photo

Describe the photo in your words as precisely as possible.



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