

Lesson 78: Self-Introduction 1 (In a New Office)

By Xandra

1. Dialogue

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

Koji is new in the company. His boss is interested to know Koji's knowledge of accounting and taxation. It's Koji's chance to introduce his skills and work experience.

Koji: Good morning, sir. My name is Koji Saito. I'm the new accountant.

Mr. Brown: Hello, Koji. It's good to have you in my team.

Koji: It's my pleasure to be working with you, sir.

Mr. Brown: I heard that you've studied taxation laws.

Koji: That's right, sir. After graduating from my accounting course at Tokyo University, I took a special course in taxation.

Mr. Brown: I see.

Koji: My previous company frequently sent me to taxation seminars. It really expanded my knowledge about the Japanese tax laws.

Mr. Brown: Were you able to use it in your job?

Koji: Yes. I was able to advise our clients on how they could avoid paying high tax rates. I analyzed the accounting books of companies such as Hydra Computers, Wayne Enterprises, and many other big corporations.

Mr. Brown: Given that information, I'd like to **assign** you **to** Coca Cola's books. Coca Cola is our biggest client. Please check their accounting records and find a way to lower their taxes.

2. Today's Phrase

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

1. The company president **assigned** Mr. Lee **to** the HR department.
2. The general **assigned** his troops **to** the U.S. Base in Okinawa.
3. Did you **assign** a security guard **to** gate 3?

* **assign A to B** / ①AをB(地位など)に任命する、就かせる ②AをBに割り当てる

3. Your Task

You are new in the company. You need to send an email to your company's business associates in America. This is your first interaction with them, so you would like to introduce yourself in the e-mail. What would you write for your self-introduction? Tell your tutor about it.

4. Let's Talk

What are the do's and don'ts in a self-introduction?

How would you introduce yourself?

Should you mention personal information when introducing yourself to your boss? Why do you say so?

5. Today's photo

Describe the photo in your words as precisely as possible.



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