

自己紹介 ~ Self-introduction

会社訪問 編 Visiting a company

1. How do you do, Mr.Marshall?
OR→ How are you Mr.Marshall?
I'm fine thankyou.
2. I'm Daisuke Suzuki from the Tomodachi Company.
3. I'm glad to meet you, Mr.Marshall.
4. I've been looking forward to meeting you.
5. Here's my business card.
OR→Let me give you my business card.
OR→ May I give you my business card?
6. May I have one of yours?
= May I ask for one of yours?
7. Let me introduce myself.
= May I introduce myself?
8. I'm Ryouta Sato, and I work at the Business Support Desk for the Tomodachi Company.
9. I usually work in our London office.

Visiting a company

Conversation example

Manabu: Hi, you must be Alicia Marjoram. How do you do?

Alicia:

I'm fine thank you. It's a pleasure to meet you, Mr.Sato. How do you do?

Manabu:

I'm good, thank you. Please, call me Manabu. Welcome to Tokyo.

Alicia:Thankyou Manabu, I will. Please call me Alicia.

Manabu: All right, Alicia. Did you have any difficulty in finding our office?

Alicia: No, not at all. Thanks for asking. Here, please take my card.

Manabu: Thanks. Let me give you mine. Please come with me to the meeting room.

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~ビジネス用例~

- 1 . I'm Ryouta Sato, and I work at the Business Support Desk for the Tomodachi Company.
- 2 . This is my first visit to Chicago.
This is my first time in Chicago.
Do you like Chicago?
- 3 . I took over Mr. Harada's job.
- 4 . I've been in this business for ten years in Japan.
- 5 . I'm from Osaka.
- 6 . I was transferred from the Kobe branch.
- 7 . I used to work in our Kobe branch.
OR→ I used to work at the Kobe branch.
- 8 . I've just been transferred from the development division/department