



Lesson 8 Requesting for a Meeting

Kimura is a businessman. One day, he called Ms. Yamada, whom he met recently, and requested to have a meeting with her about a new project.

Kimura: Hello, is this Ms. Yamada?
Ms. Yamada: Yes, speaking.
Kimura: Oh, this is Kimura! It was nice to meet you the other day.
Ms. Yamada: I'm glad you remember me. Is there anything I can do for you?
Kimura: I called you up to set a meeting with you for the presentation of an upcoming project. When will you be free with your schedule?
Ms. Yamada: I will be free on Friday.
Kimura: Where shall we meet?
Ms. Yamada: At my office.
Kimura: At what time?
Ms. Yamada: At around 9 o'clock in the morning.
Kimura: Okay, see you on Friday.
Ms. Yamada: Thank you! See you then.



Let's Practice:

A: Hello, is this Ms. _____?
B: Yes, speaking.
A: Oh, this is _____. It was nice to meet you the other day.
B: I'm glad you remember me. Is there anything I can do for you?
A: I called you up to set a meeting with you for the presentation of an upcoming project. When will you be free with your schedule?
B: I will be free on _____.
A: Where shall we meet?
B: At the _____.
A: At what time?

B: At around ____ o'clock in the _____.

A: Okay, see you on _____.

B: Thank you! See you then.