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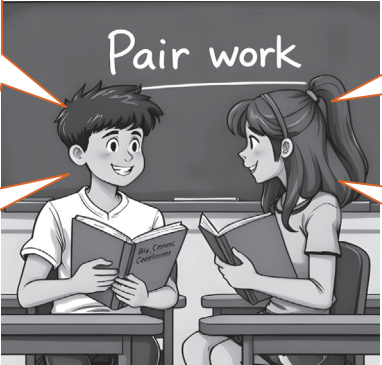
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# “Welcome Aboard!”

## — Business Introductions and Job Titles

**Warm up:** What kind of job would you like to do in the future? Work with a partner and try to expand your conversation (aim for 2-3 minutes). Reverse roles and do it again.



1. What kind of job would you like to do after college?

2. Well, I don't know yet ... maybe marketing?

3. Are you interested in working in a foreign company?

4. Sure ... global markets ... foreign travel ... work more interesting ...

Ask extra follow-up questions like:

*Which company do you want to work for?      Why do you want to work there?*  
*Where...?      When...?      Who...?      How long...?      etc.*

### Listening Task

Today is Kenji's first day at work. Listen to the audio (🎧 04). Take notes and answer the questions below.

- Q1. What is the meaning of “Welcome aboard?”  
 a) Have a good flight.      b) Welcome to our company.      c) Please come aboard.
- Q2. Kenji will work as a  
 a) sales clerk      b) sales representative      c) marketing clerk
- Q3. Emily's job is to  
 a) answer the phone      b) receive visitors      c) both of the above
- Q4. What is Kenji's background?  
 He is from ..... and .....
- Q5. Who is Mr. Gaudi? He is .....
- Q6. What does Kenji think of his new job so far? .....
- Q7. **Bonus Question:** How can you make a good impression in a self-introduction?  
 a) Be polite and friendly.      b) Smile and maintain eye contact.      c) Both of the above



## Useful Tips for Business Introductions

(日本語翻訳 p.111)

Today, we live in a globalized world where business is conducted across borders. When crossing cultural boundaries, even a simple gesture can be misunderstood. The “wrong” greeting can “get you off on the wrong foot” and create a negative first impression in a relationship. Developing an awareness of and sensitivity to differences in foreign customs will help you succeed in international business.

American Business Introductions	Japanese Business Introductions
1. Never bow; shaking hands is the norm, and maintaining eye contact is polite.	1. Mainly bow with little body contact.
2. Simply say, “Pleased to meet you.”	2. Say “よろしくお願ひします。”
3. Business card exchange is not a must. First names are often used.	3. After exchanging business cards, it is considered impolite to put them in your pocket. Use last names or titles to show status and rank.
4. Shake hands again before you leave.	4. Bow again before you leave.

*“When in Rome, do as the Romans do.”*

**Role Play** With these 4 tips in mind, practice the Model Dialogue with a partner. Remember to **take your eyes off the book. Act professionally, maintain eye contact, offer a firm handshake, and smile!**



**Pair-work substitution practice:** Listen to the audio (🎧 05-11) first. Then use the prompts provided to **CREATE AS MANY DIFFERENT DIALOGUES AS POSSIBLE** with your partner. Take time to memorize these basic patterns as you practice. Reverse roles and do the exercises again.

(If time permits, switch partners and practice again without relying on the textbook.)

## Case 1: Introduce Yourself to a Coworker



1. Imagine this is your first day at work. You will meet and introduce yourself to many coworkers. It is important to **MAKE A GOOD FIRST IMPRESSION**: Be polite, professional (*shake hands*), and friendly (*smile!*)

Walk around the classroom and introduce yourself to as many “coworkers” as you can.

A: Hi, /  
Good morning. /  
Good afternoon. /  
How do you do?

I'm /  
My name is

(Student A's name). Nice to meet you.

B: Oh, hi, (Student A's name). \* I'm (Student B's name).  
Nice meeting you, too. **Welcome aboard.**

\* It is nice to **repeat the person's name back to them.**  
This shows that you are listening!



## Departments of a Company

Work with a partner. Memorize these names now. Use them in your business introductions later.

 <p><b>Manufacturing</b> 製造部</p>	 <p><b>Shipping</b> 運送部</p>	 <p><b>Purchasing</b> 購買部 / 仕入部</p>	 <p><b>Finance &amp; Accounting</b> 財務經理部</p>
 <p><b>HR</b> <b>Human Resources</b> 人事部</p>	 <p><b>R &amp; D</b> <b>Research &amp; Development</b> 商品開発部 / 研究開発部</p>	 <p><b>PR</b> <b>Public Relations</b> 広報部</p>	 <p><b>IT</b> <b>Information Technology</b> 情報技術部</p>



### 2. Introduce yourself to a coworker using job titles and departments.

**Pair-work substitution drills:** Work with a partner. Make as many different conversations as possible. Practice shaking hands and maintaining eye contact.

(In America, people have MORE specific job titles than “salaryman” / 会社員.)

A: Hi, my name is (Student A's name). How do you do?

I'm the new

secretary. 秘書 / office clerk. 事務員 /  
receptionist. 受付 / accountant. 会計士

I work in

HR (Human Resources). / R&D (Research &  
Development). / Public Relations. /  
Finance & Accounting.



B: Hello, (Student A's name). I'm (Student B's name).

I'm a / an

IT engineer / sales clerk 店員 /  
sales representative 営業担当者

in

the IT department. / Purchasing. /  
Manufacturing. / Shipping.

Nice to meet you. **Welcome to our company / team.**

**Reverse roles and do the exercise again.**

3. **Breaking the ice = getting to know each other** Asking questions is not considered rude. Instead, it helps to keep the conversation going. When you meet someone for the first time, **show interest and friendliness** by asking questions that are **NOT** too personal. e.g.,

So, are you from this area?  
 (= Where is your hometown?)  
 So, have you been here long?  
 So, how do you like working here so far?

Do you live near here now?  
 So, how do you like living here?  
 So, where did you go to school?  
 What did you major in?

**Pair work:** Repeat exercise #2. Use some of these questions to make small talk and get to know each other. Feel free to make up your original answers. Expand your conversation (aim for 3-4 minutes).

### Case 2: Introduce Yourself to a Superior (上司)



4. Imagine, Student B is your superior. Introduce yourself.

A: Mr. / Ms. (Student B's surname)? How do you do?  
 I'm (Student A's name), the new (Student A's job title).

B: Hello, (Student A's name). Welcome aboard. So, how do you like

our company so far? /  
 your new job so far?

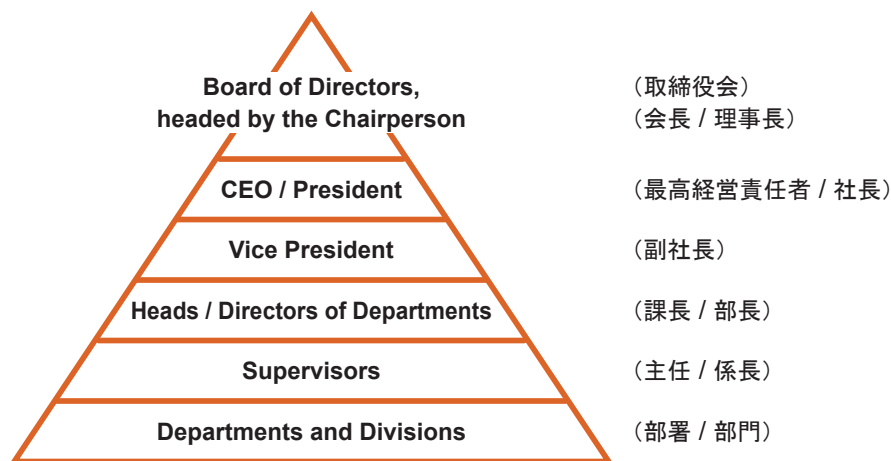
A: Oh, it's great. Everyone is very friendly and helpful.  
 I learn many things every day.

B: I'm glad to hear that. Hope you enjoy working here. Keep up the good work.

A: Thank you very much. I'll do my best.

**Reverse roles and do it again.**

Companies differ in their organizational structures. In general, these are the main **Job Titles**:



Work with a partner. Take some time to memorize these common vocabulary items and their spellings.

### Case 3: Introduce Yourself to Colleagues Using a Formal Job Title



#### 5. Imagine Student B is your colleague\* or business acquaintance.\* Introduce yourself.

e.g., A: Hello. I'm (Student A's name), **branch\* manager** at ABC company.

B: How do you do? It's a pleasure to meet you. (*shake hands*)

**Pair-work substitution drills:** With a partner, take turns introducing yourself using these titles.

- |   |                                   |                      |
|---|-----------------------------------|----------------------|
| a) marketing director of the head office* | b) purchasing director            |                      |
| c) director of Human Resources            | d) supervisor of Public Relations |                      |
| e) supervisor of Shipping                 | f) chief engineer                 | h) managing director |
| i) vice president                         | j) chairperson                    | k) CEO               |

\* colleague 同じ業界の知り合い \* business acquaintance 仕事上の知り合い \* branch 支店 \* head office 本社

### Case 4: Introducing Others (3 students in one group)



#### 6. Imagine you are at work / a seminar / a conference / a factory tour / a cocktail party / a banquet.\* Practice introducing another person.

e.g., A: John, I'd like you to meet **my supervisor**, Ms. Casey.  
(*turn to Casey*) Ms. Casey, this is **my colleague**, John.

John: Hi, Ms. Casey, how do you do?

Ms. Casey: Pleased to meet you, John.

So, what do you do? /  
What line of work\* are you in?

John: I'm an engineer. (*job*) /  
I work for NTC. (*employer*) /  
I'm in construction. (*line of work*) /  
(Your original ideas).



**Substitution drills:** Take turns and practice introducing 2 students.  
Use people's **SURNAMES** if necessary.

- my supervisor — my colleague
- our new sales rep — my coworker
- my colleague — the shipping director of XYZ company
- the vice president of ABC company — the CEO of XYZ company
- the chairman of ABC company — the branch manager of XYZ company
- (Your original ideas)

\* banquet 食事会 \* line of work 業界、業種、職種

## Case 5: Leave-Taking

7. Either side might say the first pre-closing statement. Take turns and practice these patterns with your partner. (Switch partners to improve your fluency.)



a) **At work**

A: I should be going. Let me know if you need anything.

B: Thanks, I will. Nice meeting you.

A: Nice meeting you, too. See you around. (*shake hands again before you leave.*)



b) **At a seminar / conference / factory tour / cocktail party / banquet**

A: Well, I should be going. Thank you very much.

The meal was delicious. /

The golf game was fantastic. /

The tour was very interesting. /

The presentation was very impressive.

B: Don't mention it. Glad you could come. /  
Thanks for joining us. It was nice meeting you.

**Role Play: At the welcome party** Divide the class into two groups. Half of the students will act as new recruits. The other half will be coworkers or superiors. Begin by inventing your original job title, department, and company name. Then walk around the classroom, ***introduce yourself to as many classmates as possible***, and engage in small talk (aim for 3-4 minutes in each round). Conclude each round by taking leave. Feel free to be creative! (*Try to use the new vocabulary and phrases you have learned in this chapter. Avoid looking at your book during the role play!*)



"Welcome aboard." "My name is..." "I'm in..."  
"So, are you from this area?"  
"Where did you go to school?"  
"How do you like our company so far?"  
"What line of business are you in?"  
"Keep up the good work." "I'll do my best."  
"Hope you enjoy working here."  
"Well, I should be going." "Nice meeting you."

Turn to p.101 for the Review Quiz (Unit 1)

Activity Files:  
**Activity File 1:**  
**Pantomime Game** (p.71)

Pronunciation Files:  
**Part 1: What Are Syllables?**  
(p.94)

