

## REVIEW UNIT

# GREETINGS

(Unit 1 &2)

 Introduction

Describe each picture.

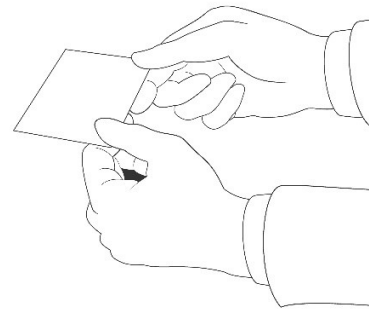


 Q & A

Answer the following questions:

### 1 The first meeting

- What are the common business etiquette rules practiced in your country?
- What is considered rude or a big "NO NO" in introducing oneself?
- How important is it to have a good impression?
- Is there anything you want to change or improve in Japan's or your company's business culture?



### 2 Introducing Others

- How have positions and seniority affected people's interaction with co-workers in the office?
- How crucial is it to have knowledge about the position of the person you are talking with?
- What is an ideal working environment for you?
- What should you do when giving an office tour to a newly-hired co-worker?



 Role Play

Do the role-play with your teacher.

You have been promoted and transferred to a different branch of your company.

You are meeting your new co-workers for the first time.

You should:

- introduce yourself
- talk about your previous job assignment
- your current position
- say how excited you are to be working with all of them



A foreign co-worker from Korea who will be working as a sales person in your company has just arrived.

You are assigned to introduce and show him around the office.

You should:

- Introduce him/ her to these people:
  - Tiana**- Human Resource Dept. Manager
  - George**- Director of the current Branch
  - Yousuke**- Team member of the Sales Dept.
- Show him around the office and talk about certain places:
  - cafeteria
  - rest room/ toilet
  - conference room

**Extra Exercise!**

 **Situation**



**What will you do in the following situations:**

1. You are in the company cafeteria and you accidentally nudge your new boss's chest.
2. You are busy talking to your best friend in a café and you realize that your boss is seated next to you.
3. You are in the same elevator with your coworker and his/her boyfriend/girlfriend
4. You are in a business trip and you encounter an old friend.