

UNIT 35



## Payment or Delivery Date

### I. Express Yourself



### II. Vocabulary

Read and familiarize yourself with the following word/s or phrases.

confirm

net proceeds

account number

cc

on file

### III. Conversation Practice

Practice the conversation with your teacher by doing a role play.

**Steve:** Hi, George. Thanks for the business.

**George:** You're welcome. Can we go over the delivery instructions?

**Steve:** Sure, just to confirm the trade. You bought 1,000,000 shares of Citigroup at 42 ¼ for settlement July 23rd.

**George:** That's correct. Where should I make payment?

**Steve:** The net proceeds are \$42,250,000. Make payment to Relix Securities at Bank of America. The account number is 4523980. I'll email you the confirmation.

**George:** OK, thanks. Please email it to Karen Lang, my assistant.

**Steve:** OK. We have her email address on file.

**George:** We executed a few other transactions yesterday. Can you check to see if the confirmations were sent?

**Steve:** Sure, let me check with Amy, hang on a second. <Pause> Yes, Amy said they were sent to David in your office by email.

**George:** OK, great. Can you also cc me on all confirmations in the future? And send me the previous ones as well.

**Steve:** Sure, I'll take care of it.

**George:** OK, thanks a lot.

**Steve:** My pleasure. Talk to you later.

#### Comprehension Check

1. How many shares of Citigroup did George buy?
2. Where should George make the payment to?
3. Where was the confirmation of the other transactions sent to?



Thanks for the business.	<ul style="list-style-type: none"> <li>- Thanks for the trade.</li> <li>- Thanks for the deal.</li> <li>- Thanks for the transaction.</li> </ul>
Can we go over the delivery instructions?	<ul style="list-style-type: none"> <li>- Can we review...?</li> <li>- Can we go through...?</li> <li>- Can we check...?</li> </ul>
Let me check with Amy.	<ul style="list-style-type: none"> <li>- Let me talk to.../speak to...</li> <li>- Let me ask...</li> </ul>

IV. Exercises

Exercise A

Vocabulary Building

Fill in the blanks with the correct words from the box.

confirm      net proceeds      account number      cc      on file

1. The \_\_\_\_\_ are \$500,000. Please make payment to Bank of the Philippines.
2. Your \_\_\_\_\_ at this bank is 4325901.
3. Please \_\_\_\_\_ if you have received the message.
4. My secretary will \_\_\_\_\_ you on the email that she sends to our partners.
5. We have the employees' information \_\_\_\_\_.

Exercise B

Speak about the advantages and disadvantages of the following:

Ordering online and Ordering in person at a store

Paying by Cash and Paying by Card

 Exercise C

Choose 2 scenarios and practice with your teacher about payment and delivery of the items.  
You should play the role of a customer for one topic and be the staff in the second topic.



 ROLEPLAY

Your package has arrived. Make a payment to the delivery person (your teacher).

