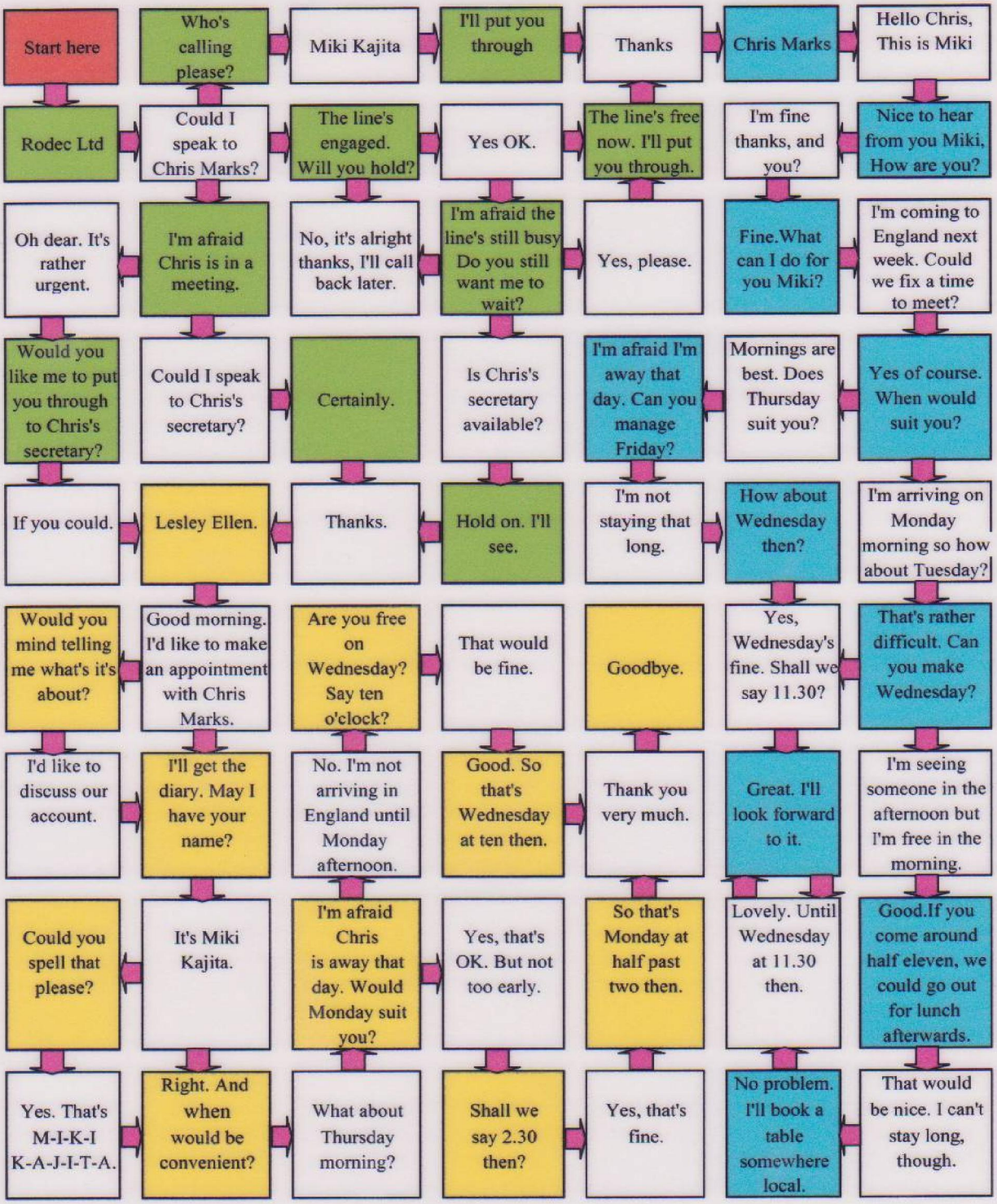
Start here
Who's calling please?
Miki Kajita
I'll put you through
Thanks
Chris Marks
Hello Chris, This is Miki
Rodec Ltd
Could I speak to Chris Marks?
The line's engaged. Will you hold?
Yes OK.
The line's free now. I'll put you through.
I'm fine thanks, and you?
Nice to hear from you Miki, How are you?
Oh dear. It's rather urgent.
I'm afraid Chris is in a meeting.
No, it's alright thanks, I'll call back later.
I'm afraid the line's still busy Do you still want me to wait?
Yes, please.
Fine.What can I do for you Miki?
I'm coming to England next week. Could we fix a time to meet?
Would you like me to put you through to Chris's secretary?
Could I speak to Chris's secretary?
Certainly.
Is Chris's secretary available?
I'm afraid I'm away that day. Can you manage Friday?
Mornings are best. Does Thursday suit you?
Yes of course. When would suit you?
If you could.
Lesley Ellen.
Thanks.
Hold on. I'll see.
I'm not staying that long.
How about Wednesday then?
I'm arriving on Monday morning so how about Tuesday?
Would you mind telling me what's it's about?
Good morning. I'd like to make an appointment with Chris Marks.
Are you free on Wednesday? Say ten o'clock?
That would be fine.
Goodbye.
Yes, Wednesday's fine. Shall we say 11.30?
That's rather difficult. Can you make Wednesday?
I'd like to discuss our account.
I'll get the diary. May I have your name?
No. I'm not arriving in England until Monday afternoon.
Good. So that's Wednesday at ten then.
Thank you very much.
Great. I'll look forward to it.
I'm seeing someone in the afternoon but I'm free in the morning.
Could you spell that please?
It's Miki Kajita.
I'm afraid Chris is away that day. Would Monday suit you?
Yes, that's OK. But not too early.
So that's Monday at half past two then.
Lovely. Until Wednesday at 11.30 then.
Good.If you come around half eleven, we could go out for lunch afterwards.
Yes. That's M-I-K-I K-A-J-I-T-A.
Right. And when would be convenient?
What about Thursday morning?
Shall we say 2.30 then?
Yes, that's fine.
No problem. I'll book a table somewhere local.
That would be nice. I can't stay long, though.