Starting Business English

1) Introducing Yourself

This episode is about a new employee Mr. Edward Green joining a company called Bibary Systems that manufactures electronic toys. Mr Edward Green is joing as Marketing Executive .In the office , he is taken around different depts. by the Head of Administration & Sales Ms Jenny Ross. Mr. Green as also introduced to the head of sales Ms Kate Mackenna who is reputed to be very good at her job. He is taken to the R & D Department where he meets the head, who is developing a new toy called Big Boss.

Don Bradley and Mr. Harry are talking about the new employee who is though well qualified is inexperienced. They also discuss the design of the new toy with which they are not they are not satisfied. However, Mr. Green has an impact with his suggestion which the Head of R & D thinks is brilliant.

2) Staying at a Hotel

Ms Kate Mackenna enters a hotel and asks the receptionist about a reservation for her. She is however told that there was no room booked for her. So, Kate is forced to book an available suite at 280 dollars, for which she pays through her credit card. After reaching her room she tries calling Jenny at the office but the office had closed. So she leaves a message to fax herthe copy of the contract. Next day, while is checking out, she wishes to speak to the manager. But he is not available .But the Asst.manager is .He check the records and admits that there was indeed a mail from Kate’s Secretary but the same was not put in the hotel’s system. Therefore, he apologizes and directs the receptionist to charge kate as per standard room rates only. He also offers the dinner she had as complimentary.