

Receptionist: Good morning. Welcome to XYZ Industries. How may I help you?

Hiroshi: Hi, I'm here to see Jane Adams in the marketing department.

Receptionist: Is she expecting you?

Hiroshi: Yes, I have an appointment at 10. My name is Hiroshi Takenaka from ABC Technologies.

Receptionist: I'm sorry, I didn't quite catch that. How do you spell your last name?

Hiroshi: It's T-A-K-E-N-A-K-A.

Receptionist: OK, Mr. Takenaka. I'll let her know you're here. Please, take a seat.

Hiroshi: Thank you.

Receptionist: [on the phone] Ms. Adams, Mr. Takenaka from ABC Technologies is here to see you for his 10 o'clock appointment. ... Yes ... OK ... Certainly.

Receptionist: Mr. Takenaka, Ms. Adams is in another meeting right now, but she should be wrapping things up soon and will be with you in five minutes. Could you sign the visitor log?

Hiroshi: Sure.

Receptionist: Thank you. Here's your visitor pass. Please wear it at all times while you're in the building and return it here when you sign out.

Hiroshi: Thank you, I will.