



Welcome to Business Beginner “Lesson15”

Today’s topic is (本日のテーマは)

“Cancel a Product”

商品をキャンセルする

SAMPLE : 全6ページのうち、2ページをご紹介します。



B. Reading Practice

Direction: Read the dialogue with your tutor (5 – 9 minutes).

講師と一緒に会話を読んでみましょう。

A: I would like to **cancel** my order.

B: Is there any **problem** ?

A: You did not **delivered** my product on time.

時間どおり

B: Let me check again the **address** on the form that you filled up.

記入する

Is this the **correct** address?

A: Yes, but still no **product** arrived.

B: It is **indicated** here that we will deliver it on Monday.

A: No, I was **sure** that I wrote it Saturday.

B: No Ma'am, I think that you made a **mistake** here.

A: Whatever the case, I just **want** to cancel it.

いずれにしても

D. Fill in the Blanks

Direction: Fill out using the following vocabularies below (15-19 minutes).

ページ下部にある単語を使って、空欄を埋めてください。

1. I'm encountering some (1.)_____ in your service. I think I should (2.)_____ my order right away.
2. Was there a (3.)_____ regarding the orders?
3. Yes! Products that you (4.)_____ in my house were in poor quality. It's not (5.)_____!
Sorry to hear that Mr. Hiroshi.
4. I want you to (6.)_____ that in your written report to your manager. Also I don't want to received any (7.) _____ from your company. Remove my (8.) _____ now in your data base.
5. We sincerely apologize for that Mr. Hiroshi. We (8.)_____ to make (10.) _____ next time that it won't happen again to our other clients.

products

correct

sure

want

cancel

mistake

indicate

delivered

address

problem