7. tétel **Schedule a meeting with a representative of your customer** (on the phone)

**You** (project leader): **Hello. Can I speak to Mr/Ms (Smith)?**

**Representative** of your customer: Speaking.

**You:** **Good afternoon, Mr/ Ms (Brown). This is (János Nagy) of NeoSoft Ltd. I am the project leader in our company. We are building your new web portal for your company and we have just finished designing the first version of it.**

**R:** I am glad to hear this news.

**You**: **I would like to invite you to a meeting. I will present the new portal and you can give your opinion on it.**

R: It sounds great.

**You: Could you come to our firm next week?**

R: Sure, with pleasure.

**You: Can we exchange our thoughts in the meeting room?**

R: Certainly.

**You: I’d like to ask you to attend the meeting on Monday or Tuesday morning next week.**

R: I’m really sorry that’s not possible because I have another engagement on Monday.

**You: Yes, no problem. So, could we meet next Wednesday?**

R: Yes, I am free then. And what time do you suggest?

**You: Suppose we make it at 9.00 a.m. Will it suit you?**

R: Yes, that’s fine.

**You: Anyway, I’ll promise to send a meeting request with the discussed details by email. I’ll schedule this event on my online calendar so that you can receive the email some days before the presentation.**

R: Thank you. It will be useful for me.

**You: Don’t mention it. So, I’m looking forward to seeing you in our meeting room next Wednesday at 9.00 am.**

R: All right, I hope we will make it. Good bye.

**You: Good bye.**