**TOPIK 16**

**Task 1**

Role play:

Situation

Phone a business contact. You are both flying around Asia all next month and want to make an arrangement to meet when you are in the same city.

**Answer :**

Sandro: helloI heard you will flying around Asia in february. I want to make an arrangement

to discuss about our product , when we are at thebsame city.

Michelle : Yes, thats true. I will visit Yokyo at the first week, Seoul at the second week,

Bangkok, Manila and Indonesian at the last week.

Sandro: I think we can meet in Bangkok, What time would you like to meet?

Michelle : I think wednesday, February 18th.

Sandro: Alright Ms. Michelle,i will contact you when I found a best place to

meet.

Michelle : okay Mr. Hafiz, see you in Bangkok.

**Task 2**

Role play

Situation

You need people from two different departments to come to a meeting. You arrange a time with the first person, but when you phone the second person they are not available at that time.

**Answer**

**Dialogue One**

Sandro: Good Morning Mr. Sandi, this is Sandrofrom Human Resources Department.

Sandi : Good Morning Mr. Hafiz. What can I help you?

Sandro: I would like to talk about Sales Website Development to our Company. Are you

available on tuesday morning?

Sandi : Yes, I am. Where you want to meet?

Sandro: I think we can meet in Brendy Restaurant, is it okay for you?

Sandi : Al right sir, i think its okay, I will put it on my schedule

Sandro: Right, Thanks Mr. Sandi ,i really appreciate you can come.

Sandi : Your Welcome sir

**Dialogue two**

Sandro: Good Morning is this Ms. Luna from Sales Departement?, this is Sandrofrom Human

Resources Department.

Luna : Good Morning Mr. Hafiz. Yeah that right. What can I help you?

Sandro: I would like to have a meeting to talk about Sales Website Development to our

Company . Are available on Wednesday morning?

Luna : I am so sorry Mr. Hafiz, I am still in Bangkok until next week.

Sandro: It's okay Ms. Luna, we can schedule our meeting for next week when you arrive in

Indonesia.

Luna : Alright Mr. Hafiz, I will contact you very soon.

Sandro: Thank you Ms. Luna

Luna : You are welcome.

**Task 3**

Situation

You are going to make arrangement with your business partner to discuss about business

**Answer**

Baim : Good Afternoon Mr. Raffi

Raffi : Good afternoon Mr. Baim

Baim : I want to make an appointment to discuss about selecting the investor who willing to fund the development of our application , when would be convenient for you?

Raffi : Could we meet on Wednesday at Chilly Restaurant?

Baim : Oke, See you

Raffi : See you later.