



## 1. GETTING THE PERSON'S ATTENTION:

- Toru, there you are.
- Kazu. Just the person I was looking for.
- Sorry to bother you Gihwan.

## 2. CHECKING THE PERSON IS FREE TO TALK:

- Do you have a minute?
- Have you got a moment?
- Are you busy/free now?

## 3. ASKING ABOUT PROGRESS:

- How is (noun) going?
  - *How is your research going?*
- How is (noun) coming along?
  - *How is your report coming along?*
- How are you doing with (noun)?
  - *How are you doing with the latest sales figures?*
- Any progress with (noun)?
  - *Any progress with the shipping problem?*

## 4. DESCRIBING A PROBLEM:

- To have a problem (gerund) /with (noun/gerund)
  - *We had a problem replacing the elements.*
  - *A customer is having a problem with the filter/clogging.*
- There is a problem with (noun/gerund)
  - *There's a problem with the next delivery.*

## 5. MAKING SUGGESTIONS/OFFERING SOLUTIONS:

- How about (noun/gerund)?
  - *How about asking Kazu for some help?*
- Why don't you/I (verb)?
  - *Why don't I talk to Masa and see if he can extend the deadline?*
- What if I/you/we (verb: present/past)
  - *What if we use/used a different shipping company?*
- I'll see if (someone) can (verb)
  - *I'll see if Toru can e-mail you with the sales figures.*
- Let me (verb)
  - *Let me talk to the manufacturing department.*