報告

64. 交渉の報告を行う

Subject: Korea visit report

Dear Mr. Ito,

I’m attaching the report that is due today.

I have been to XYZ Global Ltd, in Busan, to find the possibility of a tie-up in the promotion of our new products.

Though I could obtain a good response from the executive director of the company, I think they will demand us more conditional compromise to sign the contract.

I would like you to review the report and make any changes as you see appropriate.

Sincerely,

Paul Stuart

65. 売り上げを報告する

Subject: Sales report

Dear All,

In regards to the inquiry made in the previous management meeting, I would like to give a report on the recent past 3-months sales results.

Attached is the file of the report requested.

In May, the sales went up 8% over last year, and could achieve 50% of the total goal achievement.

In June, the sales gain 20% on top of this, and this would make our goal achievement almost certain this year.

In July, we expect some decline in sales, because of the summer holiday.

However, with no steep decline, we expect steady sales after August.

Above is the recent report, I hasten to send you.

Regards,

Vanessa

66. メモで社内報告する

Call Memo (on ABC Co., Nagoya)

The following is the Memo on our visit to ABC Co., Nagoya on January 10th.

Date: January 10, 2015

Time: 10:30 a.m.

Venue: ABC Co., Nagoya

Called on: Mr. Norio Yamada, President of ABC Co.

Called by: Kazuhiro Takemura, Manager of Network Solution Div. Satoshi Katayama, Director of Sales Dep.

Agenda: Courtesy Call

Sincerely,

Kazuhiro Takemura

Manager

Network Solution Div.