



## Lesson 01: Welcoming Visitors

### Warm-up Questions:

What can you do or say to make a good first impression?  
How can you make a visitor feel welcomed at your company?  
How do greetings differ in formal and informal settings?

### Expressions(Ice-breaking):

It's nice to finally meet you.  
How was your flight?  
Did you have any trouble finding the office?  
Please help yourself to some refreshments?  
Is this your first time visiting...?

### Expressions(Introducing):

Hello, my name is... from...  
I'm in charge of...  
Allow me to introduce...

### Proper Western Handshake: First impression can make or ruin a deal

1. Smile - shows sincerity and interest
2. Eye-contact - shows confidence and interest
3. Firm handshake - shows confidence

### Activity: Treating your guests

An important foreign business client will be visiting your company. You and your partner are in charge of making sure that the guest is well-taken care of during his visit. Plan a nice evening activity for after the meeting.

Also, the client is staying additional two days to enjoy Korea. Plan and suggest some activities he can do to have a good experience.

Evening Plan:

Additional activities to do in Korea: