

Adams: Frank Adams, Marketing.

Sakamoto: Hi, Mr. Adams. This is Naoko Sakamoto of Sales. I'm calling to let you know that the meeting scheduled for Friday has been postponed until September 12 because our manager had to extend his business trip till Friday. I'm sorry for such short notice. I hope you're available.

Adams: OK. Let me see ... don't worry, I'm free. Is the time still the same?

Sakamoto: Yes, the time and place haven't been changed. It will be held in Conference Room 1 from 11:00 a.m.

Adams: Thanks for letting me know.

Sakamoto: No problem. May I ask a favor of you?

Adams: Sure. What is it?

Sakamoto: Could you tell the other participants in the Marketing Department about the change? I have to make sure how many are attending the meeting.

Adams: All right. Do you know who's scheduled to attend from Marketing?

Sakamoto: Yes ... Amelia Carter, Yoichi Suzuki and your manager Rob Martin.

Adams: Thanks. I'll ask them and let you know by tomorrow noon.

Sakamoto: Thanks a lot. See you.

Adams: Bye.