

**Mr. Muller:** Good morning Mr. Lee, I thought our meeting was supposed to start 10 minutes ago.

**Mr. Lee:** Yes, good morning Mr. Muller. Sorry, there was heavy traffic on my way here.

**Mr. Muller:** Ok, let's start our meeting right away.

**Mr. Lee:** Alright, I would like to ask for your feedback on our project last week. I would like to know, what are your thoughts on how it was handled and delivered to our clients?

**Mr. Muller:** To be honest with you Mr. Lee, I was not very impressed. We set a deadline and the deadline was not met. The work was quite bad and very unsatisfactory. I would like to have a written outline of how the work was done and who was responsible for this mess.

**Mr. Lee:** Oh, I am sorry maybe we can meet again tomorrow with my colleague who was in charge of the project.

**Mr. Muller:** That is unfortunately too last minute for my liking. Please schedule an appointment two weeks ahead of time.

**Mr. Lee:** I understand sir. I will schedule an appointment right away for the next two weeks.

A. *Write down at least three characteristics that were mentioned.*

*What is considered important and what is frowned upon?*

- 1.
- 2.
- 3.

B. *Are the following statements true or false:*

1. *German people are always willing to include humour in their business meetings.*
2. *Gift-giving at business meetings is considered important.*
3. *German people do not like tardiness or being late.*