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https://www.100test.com/kao_ti2020/150/2021_2022__E5_AE_89_E6_8E_92_E6_8E_A5_E5_c85_150411.htm Arrangement for the visit of American Businessmen To : Mingjie Liu , Deputy General Manager J. Hewitson , Factory Directory A. Simpson , Technical Advisor Jiasheng Zhao , Chief Engineer Yushu Yang , Director of Foreign Affair Office From : William Smith , General Manager Date : October 23 , 199- Subject : Visit of American Businessmen A delegation of American businessmen , headed by Mr. Donald Johnson , will visit our company on October 27 , 199-. As I have discussed with you , the following arrangements have been made for their visit. 1. The guests will arrive at 4 : 30 p.m. on October 27. Mr. Liu , Mr. Hewitson , Mr. Yang and I will go to the airport to meet them and take them to the Peach Flower Guest House and have dinner with them. 2. We will have a general discussion with the guests from 8 : 00 to 10 : 00 a.m. , on October 28. The participants on our side are Mr. Liu , Mr. Hewitson , Mr. Simpson , Mr. Zhao , Mr. Yang and I. 3. After the discussion in the morning , accompanied by the people mentioned above , the guests will see your products , and in the afternoon , they will tour our plant. 4. We will have a meeting at 8 : 00 a.m. on October 29 with the guests to discuss the following questions : a. to raise the quality of our products b. to lower the cost of production c. to improve our management d. to widen our cooperation between the two sides e. to widen our market. 5. I invite you all to attend the

dinner , we are giving our guests at 7 : 00 p.m. on October 29 in the Yiyuan Restaurant. 6. Mr. Liu , Mr. Yang and I will meet at 9 : 30 a.m. on October 30 in my office and then go to see the guests off at the airport. I will be grateful if you will do your best to make their visit pleasant and successful. If you have any questions , please call me 100Test 下载频道开通 , 各类考试题目直接下载。详细请访问 www.100test.com