



# Maintaining Relations

## Answer These Questions

1. Who are you in contact with most from outside of your office? Why?

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2. What do you (or your company) do to maintain relations with customers?

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3. What do you (or your company) do to maintain relations with colleagues?

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4. How do your colleagues and contacts maintain contact with you?

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5. What are some things you do for your colleagues outside of your job?

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## Write Your Own Questions

Q: \_\_\_\_\_

Q. \_\_\_\_\_

Q. \_\_\_\_\_



※ Don't forget to post your answers online!



# Questions & Notes

## Notes

Blank lined area for taking notes.

## Grammar

Practice using **substrate**, **threshold**, **hiatus** and **overhead** in sentences.

*My working environment is pretty good but it could be better.*

1.

2.

3.

4.

※ 日本語でも OK!