




## How to Start a Business Conversation in English: A Beginner's Guide for Japanese Professionals


Perfect for those first-time meetings, introductions, or any conversation with international colleagues!

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### 1. How's Your Day Going So Far?

A simple and friendly way to start any meeting or conversation.

 **Example:** "How's your day going so far?"


 日本語訳: 「今日はどうですか？」

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### 2. What Brings You to This Meeting?

Use this to get to the **point** of the conversation.


 **Example:** "What brings you to this meeting today?"


 日本語訳: 「今日はどうしてこのミーティングに参加されたのですか？」

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### 3. Have You Worked with Our Team Before?

A good icebreaker for learning about the other person's **experience**.


 **Example:** "Have you worked with our team before?"


 日本語訳: 「これまでに私たちのチームと一緒に働いたことはありますか？」

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### 4. Is This Your First Time Working on a Project Like This?

Ideal for **new projects** and when you want to know their level of experience.


 **Example:** "Is this your first time working on a project like this?"


 日本語訳: 「こういったプロジェクトは初めてですか？」

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## 5. How Long Have You Been with the Company?

This one helps you understand how long someone has been in the organization.


 **Example:** *"How long have you been with the company?"*


 日本語訳: 「その会社にはどのくらい勤めているんですか？」

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## 6. What's Your Role in This Project?

Understanding the **roles** of everyone involved in the conversation.


 **Example:** *"What's your role in this project?"*


 日本語訳: 「このプロジェクトでの役割は何ですか？」

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## 7. How's the Weather Over There?

Classic small talk that **opens the door** to a comfortable conversation.

 **Example:** *"How's the weather over there?"*


 日本語訳: 「そちらの天気はどうですか？」

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## 8. I've Heard Great Things About Your Team.

A great way to **compliment** and open up the conversation.


 **Example:** *"I've heard great things about your team!"*

 日本語訳: 「あなたのチームの評判、よく聞いています！」

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## 9. What's It Like Working in [Location]?

Great for **international conversations** when talking about places.


 **Example:** *"What's it like working in Tokyo?"*


 日本語訳: 「東京で働くのはどうですか？」

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## 10. Is There Anything You'd Like to Share with the Team?

Encouraging others to **speak up** during a conversation.

 **Example:** *"Is there anything you'd like to share with the team?"*


 日本語訳: 「チームと共有したいことはありますか？」

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## 11. How's the Project Going?

A simple question to **check in** and get an update.


 **Example:** *"How's the project going?"*

 日本語訳: 「プロジェクトは順調ですか？」

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## 12. Let's Get Started!

A great way to **begin** a meeting or conversation with energy.


 **Example:** *"Let's get started with the discussion!"*


 日本語訳: 「議論を始めましょう！」

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## 13. Shall We Begin?

A more formal way to **start** a meeting or session.


 **Example:** *"Shall we begin the meeting?"*


 日本語訳: 「ミーティングを始めてもよろしいですか？」

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## 14. Let's Take This Offline.

Use this to **move the discussion** to a later time or private setting.

 **Example:** *"Let's take this offline and discuss it later."*


 日本語訳: 「この件については後で別途話しましょう。」

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## 15. Can You Explain That in More Detail?

Use this when you want a **clearer explanation** of something.


 **Example:** "Can you explain that in more detail?"


 日本語訳: 「もう少し詳しく説明していただけますか？」

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## 16. I Look Forward to Working with You.

Perfect for showing enthusiasm about a **new collaboration**.


 **Example:** "I look forward to working with you on this project."


 日本語訳: 「このプロジェクトと一緒に仕事ができるのを楽しみにしています。」

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## 17. Thank You for Your Time.

A great way to **express appreciation** after a meeting.


 **Example:** "Thank you for your time today!"


 日本語訳: 「今日はお時間いただきありがとうございました！」

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## 18. Let Me Follow Up on That.

Use this when you want to **check in** or continue a discussion.


 **Example:** "Let me follow up with you after the meeting."


 日本語訳: 「ミーティング後に再度ご連絡いたします。」

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## 19. Can We Schedule Another Meeting?

When more discussion is needed, you can **schedule another meeting**.

 **Example:** "Can we schedule another meeting next week?"

 日本語訳: 「来週、もう一度ミーティングを予定できますか？」

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## 20. I'll Get Back to You Shortly.

Use this when you're **not sure about something** but will follow up soon.

💡 **Example:** *"I'll get back to you shortly with an update."*

有 日本語訳: 「すぐにアップデートをお送りします。」

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