*Office Visit—when you visit my office, there are some important points to remember… ☺*

**Location: my office is on the 9th floor of the Tall Building (Room 918). As you enter the lounge area, turn slightly to your left. My office is the third one on the left.**

**You:** (*knock, knock, knock*) Excuse me, Dr. Elwood. My name is Hanako Tanaka, and I’m in your first period English 1C class on Wednesday. I have a meeting with you at 11 a.m. May I bother you?

**Dr. Elwood:** Yes, of course. Please come in!

*\* NOW you may enter my office, but DO NOT change my door.*

*\* “~~May I come in?~~” 🡨 NO. I will invite you to come in.*

*\* Always “introduce yourself” (your name and who you are).*

*\* If you have an appointment with me, remind me (“I have an 11am meeting …”)*

*\* ~~お邪魔します~~。🡸 not necessary*

*…*

*(talk, talk, talk)*

*…*

**You:** Dr. Elwood, thank you for your time.

**Dr. Elwood:** Thank you for visiting. Have a nice day.

**You:** Thank you. You, too.

**Dr. Elwood:** Thank you. Goodbye.

**You:** Goodbye.

*\* When you leave, DO NOT change my door—if my door is open, then leave it open.*

*\* If I am not in my office, you may leave a note on my door.*