



OPEN+

Interrupting – Is it OK and How to Do It Effectively

Lead-in discussion

- 1) Is it OK and/or common to interrupt during meetings held in Japanese?
- 2) When and how should we interrupt in English or Japanese?

Task

Analyze the following dialogue and discuss where interruptions should occur and how each person should interrupt.

In a meeting

Speaker A: So, we need to ensure that we meet the deadline of Friday 17:00. Mike is waiting for our response and needs it ASAP. Once we get his approval we can start to begin the next stage of the process and we'll have another meeting in March to discuss roles. Any questions?

Speaker B: Sorry, did you say 17:00? We thought the deadline was 18:00.

Speaker C: Yes, and I thought we agreed to begin the next stage of the process in April?

Speaker A: Yes sorry, I meant 18:00.

Speaker C: And how about the next stage of the process?

Speaker A: You're right. We agreed to begin in April. Thanks for correcting me.

With interruptions

Speaker A: So, we need to ensure that we meet the deadline of Friday 17:00 and...

Speaker B: Paul, **sorry to interrupt**, did you say 17:00? We thought the deadline was 18:00.

Speaker A: Yes sorry, I meant 18:00. Anyway, Mike is waiting for our response and needs it ASAP. Once we get his approval we can start to begin the next stage of the process and we'll have another meeting in March to discuss roles.

Speaker C: Can I come in here Paul? I thought we agreed to begin the next stage of the process in April?

Speaker A: You're right. We agreed to begin in April. Thanks for correcting me.