**Worksheet # 1**

**Resources and Practice**

**UNIT 1**

**Part 1 – Working in the IT industry**

**Useful Expressions for Introducing Oneself/Others**

|  |  |
| --- | --- |
| **Introductions**  • Hi, I’m (Susan). Nice to meet you.  • Hi, my name is (Susan). It’s a pleasure to meet you.  • I don’t think we’ve met. My name is (Susan). Please to meet you.  • Let me introduce myself—(Susan, Susan Johnson.) | **Responses**  • Nice/Pleased to meet you, too.  • It’s a pleasure to meet you, too. |
| **Introductions**  • (Barry), I’d like you to meet someone. This is (James).  • (Barry), I’d like to introduce you to (James).  • (Barry), I’ve got someone I’d like you to meet.  • (Barry), there’s someone I’d like you to meet.  • May I present (my brother James)? | **Responses**  • Hi, (James). I’m (Barry).  • Nice/Pleased to meet you.  • It’s a pleasure to meet you.  • I’ve heard so much about you.  • (Kevin) has told me a lot about you. |

**Exercise 1) Put the expression in the box in the conversations below. Then, listen and check. REC 1**

**Conversation 1**

D= Dave J= Jenny A = Anthony == Omar

D: Hi, Jenny. Hi Anthony. Good to see you.

J: Hi, Dave.

A: Hey, Dave. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

Nice to meet you.

I´m not a student.

We´re old friends from school

How are you?

D: Great, thanks. And you?

A: Good.

J: I´m fine.

D: Hi, erm ….

J: Oh, this is Omar.

D: Hi, Omar. I´m Dave. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

O: And you.

D: Can I you join?

J: Sure, come and sit down.

D: Are you in Jenny´s class?

O: No. We´re friends. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

D: Oh, so are you friends from school?

J: Yes, we are.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. We…

**Conversation 2. Write the correct response in the right place. Then, listen and check.**

M= Marie K= Ken C= Chris

M: Hey, Ken, how are you?

It´s fantastic. Beautiful.

Pleased to meet you, Chris.

Good to see you too. Goodbye…

I´m Chris. Nice to mee you.

Yeah. First time.

Not bad. Busy.

K: Oh hi, Marie. Good to see you. I´m OK. How are things?

M: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

K: Yeah, me too. Hi, I´m Ken.

C: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

M: Oh sorry, yes, Ken, this is Chris, Chris this is Ken.

K: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

M: He´s here from the UK.

K: Really? First time in Hong Kong?

C:

K: What do you think?

C:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

K: Great. Hey, nice to meet you.

C: You too.

K: And good to see you, Marie.

M: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conversation 3. Listen to this conversation and write True / False**

1. There is a misunderstanding in the conversation
2. The name mentioned is not English.
3. His mother is not English. She is Italian.
4. He accepts coffee.



Exercise 1) Practice introducing yourself to your partner.

Exercise 2) Practice introducing someone else to your partner.

**Informa vs Formal introductions.**

**Which conversation is formal, and which one is informal? Can you tell why? Then, listen and pay attention to intonation REC 2 & 3**

|  |  |
| --- | --- |
|  |  |
| A: Good morning! Mr. Lopez. This is Ms. García. She is our new workmate. Ms. Garcia, this is Mr. Lopez.  B: Nice to meet you, Ms. Garcia.  C: Nice to meet you too, Mr. Lopez.  A: It was a pleasure seeing you, Mr. Lopez.  C: Good bye!  B: Good bye! | A: Hey dude, how are you?  B: I’m great, and you?  A: I’m doing fine, thanks. Hey! This is Sara. She is my girlfriend. Sara, this is Samuel. He is my friend.  C: Nice to meet you, Samuel.  B: Nice to meet you too, Sara.  A: Well, see you later, dude!  B: Bye! |

**Notes**

When we introduce a person we start by: **“This is…”**

**Formal situations:**  
This is Mr Lopez / This is Miss Garcia

**Informal situations:**  
This is Juan / This is Lupe

As you see, for formal situations we use: **“This is” + a “title” + a last name**

This is Mrs Lopez (married woman)  
This is Miss Garcia (single woman)  
This is Ms Gonzalez (when we don’t know if the woman is married or single)  
This is Mr Perez (For men, single and married)

For Informal situations, we don’t use Titles, we only say: **This is + the person’s names**  
This is Sara, this is Roberto, this is Charlie, this is Sandy

After mentioning the person’s names or last names, we usually mention our relationship with that person.  
  
When it’s a man, we say: **He is my … + a relationship**  
When it’s a woman, we say: **She is my … + a relationship**

**Online practice**

<https://portalacademico.cch.unam.mx/ingles1/common-expressions/excercises-introducing-someone>

**Cultural Tips**

En países angloparlantes no se acostumbra a saludar de beso en la mejilla, ésta es una costumbre más bien latina. Tanto en **Estados Unidos** como en Irlanda el apretón de manos es común en una situación formal o simplemente expresiones habladas en contextos informales. En **Inglaterra** es muy importante la cortesía y formalidad por ello el saludo de manos es la forma más común al presentarse y despedirse, éste debe ser suave y con contacto visual. Los abrazos y besos entre los ingleses generalmente se reservan para los familiares o amigos íntimos. En **Australia** entre amigas, las mujeres pueden saludarse con uno o dos besos en la mejilla.

En la **India**, cuyo idioma oficial es el inglés y el hindi, el apretón de manos es común solo si la otra persona está acostumbrada a tratar a gente occidental, de lo contrario, el saludo por excelencia se realiza al juntar las palmas de las manos y colocándolas bajo la barbilla, y realizar una inclinación de la cabeza a la cintura. Este saludo lo consideran un signo de respeto hacia su cultura y religión.

Cabe destacar que por lo general en la mayoría de los países de habla inglesa en una conversación formal se utilizan los títulos de cortesía: Mr. Mrs. y Miss con sus respectivos apellidos (Mr. Smith, Mrs. Phillips, Miss Jones) y no con su profesión como se acostumbra en México (Dra. Martínez, abogado Jiménez, Lic. López). Se valora a las personas más por su apellido que por su formación académica.

**Exercise 4 - Are these conversations formal or informal? Listen and acti them out. REC 4**

|  |  |  |
| --- | --- | --- |
| **Conversation 1** | **Conversation 2** | **Conversation 3** |
| **A:** Good evening, Miss Martinez. This is Mr Gutierrez, he is my workmate. MrGutierrez, this is Miss Martinez, she is my English teacher  **B:** Nice to meet you, Mr Gutierrez  **C:**Nice to meet you too, Miss Martinez | **A:**Good day, Mr. Perez. How are you today?  **B:**Mr. Gonzalez, What a surprise! I´m fine, thanks. What about you?  **A:**I´m fine, thank you. Em, Mr Perez, this is my sister. She is Karla Gonzalez.  **B:**Nice to meet you, Ms Gonzalez.  **C:**Nice to meet you too, Mr Perez. | **A:** Hey, Susana! My dear friend. How are you?  **B:** Jaime! I’m great and you?  **A:** I’m fine… Listen, this is Daniela. She is my girlfriend.  **B:** Wow! She’s very pretty! Nice to meet you, Daniela.  **C:** Nice to meet you too, Susana. |

**Exercise 5 – Listen to two conversations and say if they are formal or informal. REC 5**

**Exercise 6 – Read the conversations. Put the words in *italic* in order. Then. Listen and check. REC 6**

**Conversation 1**

**A:** Good morning Mr Bush

**B:** Good morning Mrs Clinton. Please come and meet Mr Obama, he is our colleague

**A:** *nice / to / It’s / you / Mr / meet / Obama*

**C:** Nice to meet you too, Mrs Clinton, I know you are a great politician.

**A:** *know / Thank you, / Mr Obama, / We / politician / you / great / are a / too*. It’s a pleasure to work with you

**C:** Thank you Mrs… I have to go now, I have an important meeting to attend

**A:** Good bye, Mr Obama

**C:** Have a good evening, Mrs Clinton.

**Conversation 2**

A: Hi Pablo, how are you?

B: I’m very fine and you?

A: Listen / I’m / come and meet /fine / too. Pablo, / my friend… / Fernanda / This is

B: Hi Fernanda, nice to meet you

C: Nice to meet you too, Pablo

B: It / for work / pleasure / now / to go / was / seeing you, /a / but / I / have / I’m / late

A: You’re always late, Pablo! Hurry up!

B: See you later!

C: Bye

**Conversation 3. Put the following words in the correct space. Then, work it out.**

**Good morning - too - neighbour - this - nice to meet you**

**A:** Good morning, Mr Gonzalez.

**B**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mrs Olvera, please come to meet our new neighbour.

(2 minutes later)

**A:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is Patricia Ochoa, our new \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . Miss Ocha, this is Juan Gonzalez. He is a good friend of mine… You can contact him if you need anything.

**C**: Thank you, Mrs Olvera, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mr Lopez.

**B:** Nice to meet you too, Miss Ochoa.

**Conversation 4. Put the following words in the correct space. Not all expressions are correct. Then, listen to the conversation and check.**

**nice to see - colleagues - friends - nice to meet -How are you - this is - Are you - he is**

**A:** Lucy? Is that you?

**B:** Jaime?

**A:** Wow! it’s\_\_\_\_\_\_\_\_\_\_ , you, dear friend! \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ? You look fantastic!

**B:** I’m great! I live in New York now, I have a family… By the way, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ my husband Ramon. He is a professor at the UNAM.

**A:** Really? Then we are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ! It’s nice to meet you, Ramon.

**C**: Nice to meet you too, Jaime. Lucy has told me about you. I’m glad to finally meet you.

**A**: Oh thank you, Lucy. You’re always so kind… Well, I have to go guys. It was a pleasure meeting you.

**B:** See you later.

**C:**Bye.

**Exercise 7 – Read the text and write questions. The, answer them.**

Read the text and write the questions. My name is James, and I am from Bedford, in the UK. I live in Holland now – I’m a student at the University of Utrecht. I’m a science student. These are my friends, Ali and Jess. They’re scientists too – they’re also at my university but they’re not from Britain. They’re French. We’re in the same year – the second year of university.

1 James / from / Holland ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 he / scientist ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 his friends / scientists / too? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 they / year three / university ? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Exercise 8. Listen to the conversations. Where is each conversation? Circle the correct option. REC 7**

1.a classroom

1.b business conference

2.a hotel

2.b hospital

**Exercise 9. Listen again and complete the information. If you do not know the names of the countries in English write them in Spanish.**

|  |  |  |
| --- | --- | --- |
|  | **Job** | **Country** |
| Ed | student |  |
| Cathy |  |  |
| Misaki |  |  |
| Anna |  |  |
| Lynn Baker |  |  |
| Jan |  |  |

**Exercise 10. Let´s watch a video and write.**

What can you tell about Georgio Morett´s profession and nationality?

What expressions used for introductions can you understand?

**LANGUAGE PRACTICE**

**Exercise 1 – Read the text and complete it with the Present Simple of verb To Be**

Hello! My name \_\_\_\_\_ Carl. I \_\_\_\_\_ from Australia. I \_\_\_\_\_ 13 years old and I \_\_\_\_\_ a student at a secondary school. My father \_\_\_\_\_ a teacher and my mother \_\_\_\_\_ a nurse. My father \_\_\_\_\_ 45 years old and my mother \_\_\_\_\_ 42. We live in the city center. Our house \_\_\_\_\_ a small flat but it \_\_\_\_\_ new and modern. My grandparents live with us. They \_\_\_\_\_ retired. This boy \_\_\_\_\_ Peter. He \_\_\_\_\_ my best friend. He \_\_\_\_\_ a student at highschool. He \_\_\_\_\_ 15 years old. These \_\_\_\_\_ Michael and Joseph. They \_\_\_\_\_ twin brothers. They are 16 years old. They \_\_\_\_\_ both short and slim. They \_\_\_\_\_ in the same class. They \_\_\_\_\_ always together. They \_\_\_\_\_ from London. Their favourite football team \_\_\_\_\_ Liverpool and their favourite singer \_\_\_\_\_ Madonna. Michael's hair \_\_\_\_\_ blonde and wavy but Joseph's hair is dark and straight. Michael \_\_\_\_\_ good at Mathematics and Joseph \_\_\_\_\_ good at Physics. They \_\_\_\_\_ both interested in seeing new places and camping. Their house \_\_\_\_\_ in the country. It \_\_\_\_\_ a small cottage. Their father \_\_\_\_\_ a bus driver and their mother \_\_\_\_\_ a shop assistant. They \_\_\_\_\_ very happy together. His parents \_\_\_\_\_ lawyers. Their office \_\_\_\_\_ on Curry Street. They live in the city center. Their house \_\_\_\_\_ very big and it has got a big garden. We \_\_\_\_\_ always together after school.

**Exercise 2 – Read the text and complete it with the Present Simple of verb To Be**

These \_\_\_\_\_ Michael and Joseph. They \_\_\_\_\_ twin brothers. They are 16 years old. They \_\_\_\_\_ both short and slim. They \_\_\_\_\_ in the same class. They \_\_\_\_\_ always together. They \_\_\_\_\_ from London. Their favourite football team \_\_\_\_\_ Liverpool and their favourite singer \_\_\_\_\_ Madonna. Michael's hair \_\_\_\_\_ blonde and wavy but Joseph's hair is dark and straight. Michael \_\_\_\_\_ good at Mathematics and Joseph \_\_\_\_\_ good at Physics. They \_\_\_\_\_ both interested in seeing new places and camping. Their house \_\_\_\_\_ in the country. It \_\_\_\_\_ a small cottage. Their father \_\_\_\_\_ a bus driver and their mother \_\_\_\_\_ a shop assistant. They \_\_\_\_\_ very happy together

**Exercise 3. Write questions as in the example. Use Present Simple**

1. You / speak English. Ex. *Do you speak English?*

2. She / work hard.

3. They / have dinner at eight

4. Jill and Tom / study at university

5. You / do your homework every day

6. John / watch TV after dinner.

7. He / wash the car at the weekend.

8. Her friends / live in London.

9. You / have any brothers or sisters.

10. Your friends / go to the cinema very often.

**Exercise 4. Complete the questions with DO / DOES.**

1. ...... she take her dog for a walk in the morning?

2. ...... your friend Paul work in the shop over there?

3. ...... they know the answers to the exam?

4. ...... your parents know that you smoke?

5. ...... Bill teach maths?

6. Where ....... your sister live?

7. What time ...... the lessons finish?

8. ...... you go to the coast in summer?

9. ...... it rain very often in Ireland?

10. Why ...... they ask so many questions in class?

**Exercise 5. Write short answers to these questions (yes, I do / no, I don´t / yes, she does / no, she doesn´t, ....)**

1. Do you speak French? ................

2. Does your mother like chocolate? ............

3. Do you study a lot? ..............

4. Do you usually watch TV at night? ............

5. Do you play a musical instrument? ...........

6. Does your father work? .............

7. Do you go to the cinema? ............

8. Does your best friend study? .......

9. Does it rain a lot in Africa? ...........

10. Do you live in a flat? ...........