**INTRODUCTIONS**

**Warm up questions**

1. Do you often meet people in your job?
2. What phrases do you know that are useful in this situation in English?

**Making introductions**

1. **Put the following sentences in the correct order.**
   1. you / pleased / very / to / I’m / meet
   2. working / long / you / been / have / how / for
   3. meet / I’d / to / like / you
   4. introduce / I / myself / can / name / is / my
   5. first / this / to / your /trip / is
   6. say / just / I / want / I’m / to / Hello
   7. the / in / I / industry
   8. interesting / how / oh!
   9. with / mainly / work / I
   10. introduce / to / like / I’d / to / you
2. **Write the phrases from the previous activity in the correct section of the following table**

|  |  |  |
| --- | --- | --- |
| **Introducing yourself** | **Introducing someone else** | **Talking about your job** |
|  |  |  |
| **Greeting someone** | **Making small talk** | **Showing interest** |
|  |  |  |

1. **Read the following conversation. Write phrases from the table in the correct place in the gaps in the conversation**

Petra: Hi Cecelia, how are you?

Cecelia: Hi Petra, I was hoping I would see you. How are you?

Petra I’m great, thanks. ………………….., Juan.

Cecelia: Hello, Juan. …………………..

Juan: ………………….. too.

Petra: Juan is one of our customers from Spain.

Cecelia: Oh, that’s great. ………………….. Edinburgh?

Juan: I’ve been to Scotland before, but last time I was in Glasgow. It’s very beautiful here. ………………….. this company?

Cecelia: Around seven years now. ………………….. Petra, but I do a lot of work in the marketing department too.

Juan: ………………….. You must be very busy!

Cecelia: Yes, but I really enjoy it.

Mark: Sorry to interrupt. ………………….. Mark. I will be with Juan tomorrow when we go to the factory.

Juan: I’m very pleased to meet you.

**\*\*In pairs or groups of three create your own dialogue taking the previous one as an example. You can also include some of the following useful language.**

**Useful language**

* As you know, …
* He / She is the new …
* He / She will be working as a …
* His / Her previous job / position was …
* He / She used to work …
* He / She will be responsible for …
* He / She will be in charge of …
* We’re looking forward to working with him / her.
* We wish him / her much success in the company.
* We’re pleased to have him / her join the company.

**Create the dialogue using the computer. When you finish, upload it to the task “Dialogue 1” of our virtual class. Write the name of all the components of the group as the file name. Upload it in pdf format.**