



Unit 7 Working together

LESSON 3 Which department do you work in?

LEARNING OBJECTIVE

In this lesson, you will learn to talk to a colleague you don't know.



51Talk
无忧英语

1 Warm-up

Have you ever introduced yourself to other colleagues?
How did you introduce yourself?



Words and phrases you may want to use:

- hi/hello
- name
- department
- shake hands

2 New words and expressions

Matching game

1.



go ahead

2.



3.



4.



5.



go ahead [ə'hed]
newcomer ['nju:kʌmə(r)]
IT department [dɪ'pɑ:(r)tment]
receptionist [rɪ'sepʃ(ə)nɪst]
sales [seɪlz] department

Let's go through the sentences. Pay attention to the words in red.

a. —Do you mind my opening the window?

—No, **go ahead**.

b. I'm the **newcomer** in our department.

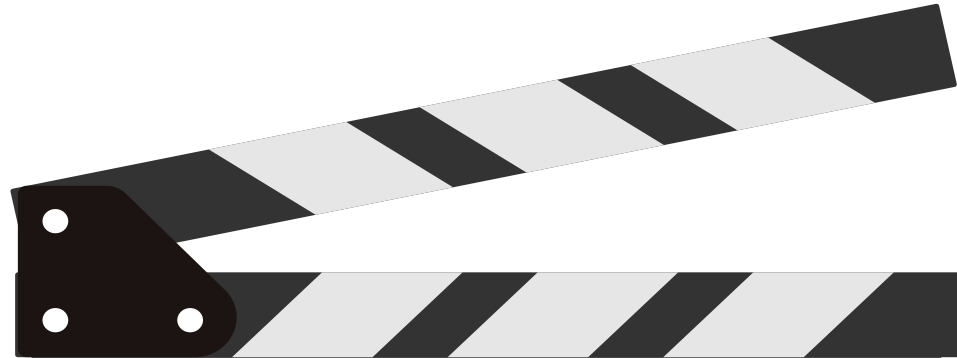
c. Ask people in our **IT department** for help if you have any computer problems.

d. As a **receptionist** in an office building, Sally's job is to answer the telephone and arrange appointments.

e. The **sales department** is responsible for selling products.

3 Speaking naturally

1. Conversation setting



Who:
Katy and Beth (colleagues from
different departments)

Where:
In the company cafeteria

Talking about:
Departments they work in



Let's see what departments they work in!

3 Speaking naturally

2. Conversation and activity

Katy: Excuse me. Is this seat taken?

Beth: No. **Go ahead.**

Katy: Thank you. I'm Katy, by the way.

Beth: Nice to meet you, Katy. I'm Beth.

Katy: Glad to meet you, Beth. Are you new here?

This is the first time I've seen you in the cafeteria.

Beth: Yes, I'm a **newcomer**. Today is my first day of work.

Katy: Which department do you work in?

Beth: I work in the **IT department**. What about you?

Katy: I was the **receptionist**, but now I work in the **sales department**.

Beth: Cool. You're the first person I've met from the sales department.

Where do they work?



1. Beth works in _____



2. Katy works in _____

3 Speaking naturally

3. Conversation and comprehension

Katy: Excuse me. Is this seat taken?

Beth: No. **Go ahead.**

Katy: Thank you. I'm Katy, by the way.

Beth: Nice to meet you, Katy. I'm Beth.

Katy: Glad to meet you, Beth. Are you new here?

This is the first time I've seen you in the cafeteria.

Beth: Yes, I'm a **newcomer**. Today is my first day of work.

Katy: Which department do you work in?

Beth: I work in the **IT department**. What about you?

Katy: I was the **receptionist**, but now I work in the **sales department**.

Beth: Cool. You're the first person I've met from the sales department.

Answer the questions:

1. What did Katy do before working in the sales department?

Katy was ...

2. Does Beth know any other people from the sales department?
How do you know?

No, because she said ...

3 Speaking naturally

4. Practice

Katy: Excuse me. Is this seat taken?

Beth: No. .

Katy: Thank you. I'm Katy, by the way.

Beth: Nice to meet you, Katy. I'm Beth.

Katy: Glad to meet you, Beth. Are you new here?

This is the first time I've seen you in the cafeteria.

Beth: Yes, I'm a . Today is my first day of work.

Katy: Which department do you work in?

Beth: I work in the . What about you?

Katy: I was the , but now I work in the .

Beth: Cool. You're the first person I've met from the sales department.



4 Task

Speak out

Teacher

Hi, ... (student's name) Have you talked to someone you don't know in a(n) cafeteria/office ...?

Yes, I ...

You

Teacher

...

...

You

Teacher

...

...

You

Word tips

- newcomer
- sales/IT department
- introduce myself
- food/weather/work
- hometown/hobby

5 Summary

What did you learn in this lesson?

Words and phrases:

Sentences:

Let's check the next page!

5 Summary

You have learned the following vocabulary and sentence patterns to talk to a colleague you don't know.

Words and phrases:



newcomer



receptionist



go ahead



IT department



sales department

Sentence patterns:

This is the first time ...

(Make a sentence)

You're the first person I've met from ...

(Make a sentence)

