



Warm-up

Do you know someone from another department? Which department is he/she from?



#### Words and phrases you may want to use:

- HR Department
- Sales Department
- Marketing Department



## New words and expressions Matching game

1.

2.



Welcome!



4.



5.



introduce [,intrə'dju:s] ... to idepartment [di'pa:(r)tmənt] work [ws:(r)k] in ... as ... engineer [,endzi'niə(r)] be welcome ['welkəm] to

work in ... as ...

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

- a. May I **introduce** you **to** our manager, Mr. Carter?
- b. Our company has three **departments** in charge of parts of our business.
- c. John works in a car company as a salesman.
- d. Did the **engineer** find any problems with the machine?
- e. You are always welcome to come to my house.



### Speaking naturally



#### Who:

Mark, James (colleagues in the same department) and Lisa (a new colleague)

Where: In the office

Talking about: New colleague Lisa



Let's see what Lisa's job is!



# Speaking naturally 2. Conversation and activity

**Mark:** Hey, James! Do you have a minute?

I'd like to **introduce** you **to** our new colleague Lisa.

(James shakes hands with Lisa.)

James: Hi, Lisa. I'm James. It's nice to meet you.

**Lisa:** Hi, James. It's nice to meet you, too.

**James:** Do you work in the same **department** as us?

**Lisa:** Actually, I work in a different department as an engineer.

James: Oh, I see. Well, welcome to our company.

**Lisa:** Thank you. I'm very glad to be here.

**James:** By the way, I'm having a party at my house this Friday

night. You are welcome to come.

**Lisa:** OK. Thank you for inviting me.

James: You can meet our other colleagues there, too.

### What do they do?



Bob: "I work in a different department as an engineer."

2.



Tony: "I work in a different department as ... ."

3



May: "I work ...

• ''



## Speaking naturally3. Conversation and comprehension

**Mark:** Hey, James! Do you have a minute?

I'd like to **introduce** you **to** our new colleague Lisa.

(James shakes hands with Lisa.)

James: Hi, Lisa. I'm James. It's nice to meet you.

**Lisa:** Hi, James. It's nice to meet you, too.

**James:** Do you work in the same **department** as us?

**Lisa:** Actually, I work in a different department as an engineer.

James: Oh, I see. Well, welcome to our company.

Lisa: Thank you. I'm very glad to be here.

James: By the way, I'm having a party at my house this Friday

night. You are welcome to come.

James: OK. Thank you for inviting me.

Mark: You can meet our other colleagues there, too.

#### **Answer the questions:**

1. Why does Mark talk to James at the beginning?

Mark would like to ...

2. What does Lisa do?

Lisa works ...



## Speaking naturally 4. Practice

Mark: Hey, James! Do you have a minute? I'd like to introduce you to our new colleague Lisa.

(James shakes hands with Lisa.)

**James:** Hi, Lisa. I'm James. It's nice to meet you.

**Lisa:** Hi, James. It's nice to meet you, too.

James: Do you work in the same \_\_\_\_\_ as us?

Lisa: Actually, I \_\_\_\_\_ a different department \_\_\_ an \_\_\_\_\_

**James:** Oh, I see. Well, welcome to our company.

Lisa: Thank you. I'm very glad to be here.

James: By the way,I'm having a party at my house this Friday night. You \_\_\_\_\_ come.

**Lisa:** OK. Thank you for inviting me.

James: You can meet our other \_\_\_\_\_ there, too.









### **Word tips**

- IT/HR department
- make friends
- at the meeting
- team-building
- colleague





| Words and phrases: |   |
|--------------------|---|
|                    |   |
|                    |   |
|                    |   |
|                    | ز |
| Sentences:         |   |
|                    | 1 |
| <br>               |   |
|                    |   |
|                    | j |

Let's check the next page!



### Summary

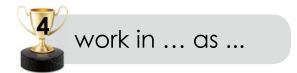
You have learned the following vocabulary and sentence patterns to introduce someone from another department.

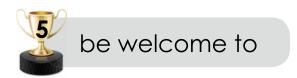
#### Words and phrases:











### **Sentence patterns:**

| I'd like to introduce you to             | _ |
|--|---|
| (Make a sentence)                        | 7 |
| I work in a different department as a/an | _ |
| (Make a sentence)                        |   |

