

## Unit 1: Networking at Workplace



By the end of this unit, you will be able to:

- ◇ start a conversation using the right expression
  - Introducing yourself
  - Introducing others (someone to someone else)
- ◇ make a small talk
- ◇ get down to business
  - Talking about your job
  - Talking about your responsibilities
  - Talking about your company

**Activity 1 – Two Trues One Lie:** a. Write **two trues** and **one lie** about your background.

I am a student which study low.  
I am from poor family.  
I am a single student.



b. Find your own pair and take turn to guess the two trues and one lie about your partner's background. If you still have time, form another pair and do the same.

### Self-introduction expressions

- ◇ Hello, my name is... I'm with IT services.
- ◇ Good morning, may I introduce myself? My name is... and I'm from the IT department.
- ◇ Hello, I don't think we've met before. I'm... I'm responsible for IT support.
- ◇ Hi there, my name is Davorn, but everyone calls me Vorn. I'm with IT services.



**Activity 2 – Self Introduction:** Imagine it's your first day at work. Work in groups of three and take turn to introduce yourself using one of the expressions above.



**Activity 3:** a. Listen to the conversation and fill in the gaps with the words from the box below.



Sarah : Hello, what's your name?

David : My name is David. What is (1) Yours.....?

Sarah : I'm Sarah, (2) please..... to meet you, David.

David : (3) nice..... to meet you too, Sarah. Where are you from?

Sarah : I'm from Austin.

David : That is (4) awesome..... I really like Austin. I'm from Los Angeles.

Sarah : Have you met my friend, Alex, over there? He is also from Los Angeles.

David : Yes, I have. We talked (5) briefly..... earlier.

Sarah : I have to get going now. It was a pleasure meeting you, David.

David : Of course. (6) see..... you later!



see  
briefly  
pleased  
yours

nice  
awesome  
yours



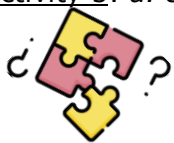
b. Role-play: Choose your own partner and practice dialogue with your partner.



**Activity 4 – Drawing:** Draw a picture of someone you know well. Work in pair and take turn to introduce him or her to your partner.

	<p>List down important information about the person you draw!</p> <p>..... he have small arm. she is slim and tall. ..... she is strong mind. Her hair is long. ..... ..... ..... ..... ..... .....</p>
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**Activity 5: a.** Use the words from the box to fill in the gaps in the following conversation.



happy	catch up	introduce	pleased
joining	welcome	showing	pleasure



- Mrs. Au : Margaret, let me (1) introduce you to Michael Hill, from our Australian branch. Michael's the operations executive in Canberra. He's (2) joining us here on a staff exchange program for a month.
- Margaret : Hello, Michael. I'm so (3) pleasure to meet you
- Michael : Hi Margaret, I'm (4) pleased to meet you, too. You've a nice set up here.
- Margaret : Yes, it's a great place to work in. How's your first day going?
- Michael : Wonderful. It's been really interesting
- Mrs. Au : I was just (5) showing Michael around. Can I leave it to him to show him the ropes?
- Margaret : Oh, yes, of course. It's my (6) pleasure
- Michael : Thank you so much, Mrs. Au.
- Mrs. Au : You're (7) welcome, Michael. I'll (8) catch up with you later. properly



**b.** Work in group of three or five and discuss the following questions.



1. What do you think can happen if the visitors at a workplace are not introduced properly?
2. Do you feel that it is necessary to mention the positions of the people you introduce?

**c.** Work in group of three and practice the conversation above.

**Activity 6: a.** Listen to the conversation and fill in the gaps with the words from the box below.

part	kind	introduce	having	pleasure
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- Lady : I would like to (1) introduce you to our manager. Mr. Andy, this is Mr. Tony. He is our new business client.
- Andy : It's (2) pleasure to meet you, Mr. Tony
- Tony : It's pleasure to meet you, too, Mr. Andy.
- Lady : He is from Padang. Like you, Sir.
- Andy : Really?
- Tony : Yes, Sir.
- Andy : It's very good. Which (3) part of Padang are you from?

- Tony : I am from the west of Padang.  
 Andy : Oh, same with me. It's interesting. Do you like Padang food.  
 Tony : Of course, Sir. That's my favorite food.  
 Andy : What about (4) ...having..... lunch in Padang Restaurant with me, Mr. Tony?  
 Tony : That's very (5) ....kind..... of you.

b. Work pair and discuss the following questions.

1. Why do you think Mr. Andy invite Mr. Tony to lunch?
2. If you were Mr. Tony, would you accept the invitation? Why?



**Phrases commonly used when introducing someone:**

- ◇ Hi everyone, meet... She is my personal assistant.
- ◇ Can I introduce you to ...? He is our new Training Manager.
- ◇ I'd like to introduce you to..., our new web designer.

**Activity 7 – Knock... Knock...:** Work in pair.

- a. Ask each other to get information about your partner's background.



**Your partner's information:**

.....

.....

.....

- b. Work in group of 4 (two pairs from 'a') and take turn to introduce your partner in 'a' to the others.
- c. Go to staff's office with your pair and take turn to introduce your partner to the staff.

**Activity 8 – Meeting Strangers:** Work in group of three and discuss the following questions.

1. Who did you first talk to when you arrive PNC?

**Back to your very first day at PNC!**

2. What topics did you talk about?

3. How were the conversations going?

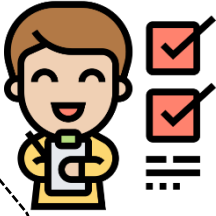
**Small talk ice breakers**

When you are at a loss for words during the conversation, you can resort with "ice breakers".

- How was your journey?
- How was your weekend?
- Is this your first visit to...?
- Where are you staying?
- How has your visit been so far?
- Do you need any help or information?
- Tell me more about your country or hometown.



### Activity 9: Assess yourself.



Self-checklist

- What do you find difficult or enjoyable when talking to...
- someone you meet for the first time at your workplace?
  - a superior or head of department?
  - people from different countries or provinces?
  - a large group of people?

Write your note here!

honest  
don't talk a lots  
helpful  
topic to talk



### Activity 10 - Best or Worst: a. Discuss with your partner about the following topics whether they are **best** or **worst** for small talk. Draw for best topic and for worst topic.



Weather	worst
Sports	best
Finance	worst
Arts and entertainment	worst
Politics and religions	worst
Sex	worst
Death	worst
Appearance	best
Food	best
Travel	best
Offensive jokes	worst
Hobbies	best
Past relationship	best
Health	best



### b. Discuss the following question in group of five.



- Would your choice of topics be different if your partner was ...
- a different gender?
  - older than you?
  - more senior than you in the organizational hierarchy?



### Activity 11: a. Listen to the conversation and fill in the gaps.

- Tony : Hey Joey! Do you (1) mind if I take a seat?  
 Joey : Hey Tony, of course not. Long time no (2) see How are you?  
 Tony : I'm great, thanks. Yes, it has been a (3) long time.  
 Joey : Where are you going?  
 Tony : I'm on my (4) way home. How about you?  
 Joey : I'm going to the (5) store to buy some food for tomorrow. I'm going to the beach with friends.  
 Tony : Sounds fun. Do you know how the (6) weather will be tomorrow?  
 Joey : Yes! It will be hot and (7) sunny.  
 Tony : Perfect! Do you know what the weather (8) forecast will be for this week?  
 Joey : Tomorrow will be nice, but it will (9) rain on Monday.



- Tony : Oh, that's too bad. Actually, I will go to New York City on Monday for business.
- Joey : You are unlucky. The weather will be (10) Terrible..... here next week. It will rain every day. How long will you stay in New York?
- Tony : I'll stay for five days.
- Joey : Sounds nice. I'm, actually, from New York. My family lives in New York.
- Tony : You're kidding? That's great!

b. In pair, discuss the following questions.

1. What is the topic Tony and Joey are talking about?
2. Do you find the conversation interesting? Why?



**Activity 12:** Choose one best topic you like the most from **Activity 10** and make a small talk to the staff at any available and convenient time (break time, lunch break, after 5.00pm).

**Due date: in one week!**

**Activity 13:** Complete the gaps with the groups of sentences below (just write a, b, c, d, or e).

1. Absolutely, they're all really easy to talk to and are willing to help me. There's a nice atmosphere in the office because we all get along so well.
2. We start off the day with a team meeting. Then I have one-on-one with everyone. After work, I sometimes go to a bar for a drink to relax with some of my co-workers. It's a great job.
3. Yes, it's great. I'm responsible for making the sales goals every month for our new products. I have to work hard to meet my deadline, but it's really interesting work. I love the challenge.
4. They offered me a great package. The salary is good, and they also offered some nice benefits such as two weeks of paid vacation and a company's car.
5. I've been working there for six months?

- Man : Hi Jane. I heard that you've started a new job.
- Jane : That's right.
- Man : What are you doing now?
- Jane : I'm working as a salesperson for a major cosmetics brand.
- Man : Well, that sounds very different to your old job. Are you enjoying it so far?
- Jane : (1) a.
- Man : How about your colleagues? Are they easy to work with?
- Jane : (2) a.
- Man : So how long have you been working there now?
- Jane : (3) e.
- Man : Why did you choose that company?
- Jane : (4) d.
- Man : What do you do on a normal day?
- Jane : (5) b.



**Activity 14:** Listen to the conversation and answer the following questions.

- 1- What does Jim do for a living?  
↳ salesperson
- 2- What does Jim buy Tony?  
↳ beer
- 3- Who does he work for?  
↳ Getlife software company
- 4- Does Tony know the company that Jim works for?  
↳ yes, he does
- 5- Where is Jim's office?





- ↳ Down town next to city hall .....
- 6- What does Tony do?  
↳ lawyer .....
- 7- Where is Tony's office?  
↳ near central station .....
- 8- How does Tony get to work?  
↳ take the train to work .....

### Activity 15 - What do they do?

- a. *Imagine that you were now an IT staff in your dream company. Work in pair and take turn to ask and describe your company, your role, and etc.*

Write your  
note here!



- b. *Go to PNC's staff office and make a conversation with the her/him to find out what she/he is doing (key responsibilities).*