

UNIT 1

1.BASICS





MEETING SOMEONE

GREETINGS



Informal

Formal

➤ INFORMAL GREETINGS

- ***HELLO!***

(A universal greeting that works for every conversation.)

- ***HI!***

(A neutral and friendly greeting.)

- ***HEY!***

(An informal and relaxed greeting.)



➤ FORMAL GREETINGS

- ***GOOD MORNING!***
(Any time before noon.)
- ***GOOD AFTERNOON!***
(Used between noon and 5-6 p.m.)
- ***GOOD EVENING!***
(Any time after 6 p.m.)



Introducing Yourself

- My name is _____. what's your name?
- I'm sorry, I don't remember your name. You are...?

Introducing Someone

- **Please meet + [name]**
Please meet my friend Tom! (Formal introduction)
- **This is + [name]**
This is Tom! (Common introduction)

Responding to someone's introduction:

- **Nice to meet you!**
(The most COMMON)
- **Pleased to meet you!**
(Simple and polite)
- **It's a pleasure!**
(Informal)



Nice to meet you, too!

Pleased to meet you, too!

Thank you!

Making A Small Talk

There are several ways to ask someone how they are doing:

- How are you? / How are you doing? **(Neutral)**
- How's it going?
(More informal)
- How are things?
(Informal)
- What's up?
(Very informal)

Response:

- I'm well. How are you?
- It's going well, thank you.
How are you doing?
- Fine, thanks. And yourself?
- I'm fine, thank you. How are you doing?

NOTE:

- I am



I'm

- My name is



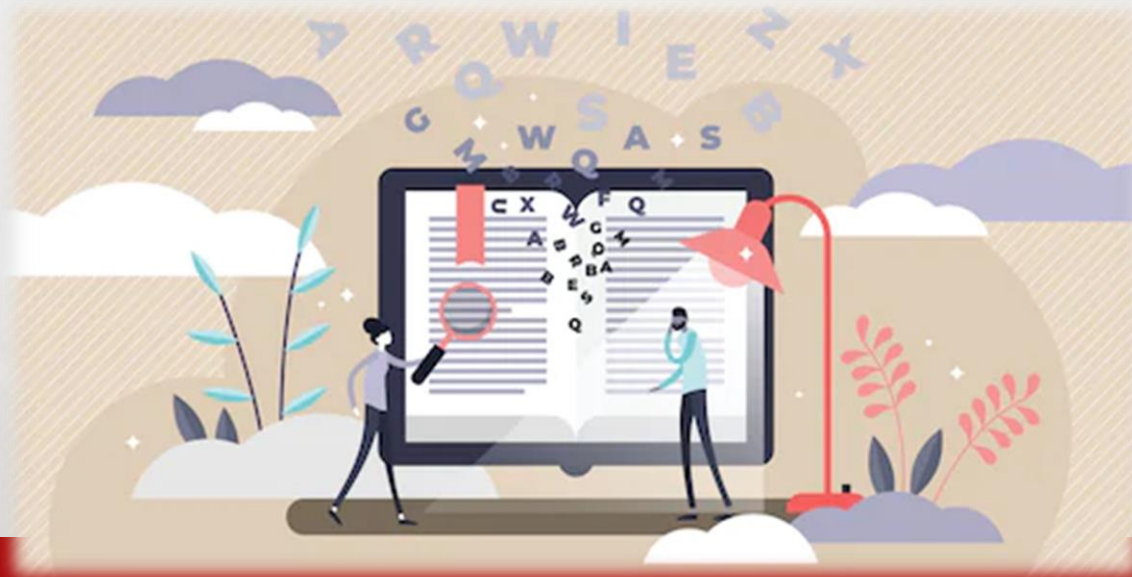
My name's

- What is



What's

Vocabulary





Adapter محول



Plug فيشة



Cable كابل / سلك



Saw منشار



Nuts صواميل



Washers
ورده صامولة



Bolts
مسمار ملولب



Screws مسامير



Screw driver
مفك



Chisel منقاش



Spanner
مفتاح البراغي



Antenna
انتينا هوائي

BUSINESS CARD



- **DESIGNING A BUSINESS CARD REQUIRES ADVANCED SKILLS . THEY ARE A SERIOUS INVESTMENT FOR YOUR BUSINESS BECAUSE BUSINESS CARDS ARE WHAT POTENTIAL CLIENTS AND PARTNERS WILL FREQUENTLY SEE. BUSINESS CARDS CREATE HIGH POTENTIAL VALUE FOR YOU OR YOUR COMPANY.**

BUSINESS CARD COMPONENTS

A GOOD BUSINESS CARD NEEDS TO HAVE...

- **NAMES AND TITLES**

OF COURSE, THE MOST IMPORTANT PART OF YOUR BUSINESS CARD SHOULD BE THE NAME OF THE COMPANY AND OF THE INDIVIDUAL, AS WELL AS HIS OR HER JOB TITLE.

- **CONTACT INFORMATION**

THE OTHER OBVIOUS COMPONENT OF YOUR BUSINESS CARD SHOULD INCLUDE YOUR PHONE NUMBER (WORK NUMBER AND/OR CELL NUMBER, IF APPLICABLE), E-MAIL ADDRESS, BUSINESS WEBSITE, AND SOCIAL MEDIA HANDLES. SOME COMPANIES WILL INCLUDE A QR CODE THAT CAN TAKE SMARTPHONE USERS DIRECTLY TO YOUR WEBSITE. IF YOUR BUSINESS HAS A PHYSICAL LOCATION, BE SURE TO INCLUDE YOUR ADDRESS,

- **TAGLINE AND LOGO**

YOU NEED TO ENSURE YOUR BUSINESS CARDS ARE IN LINE WITH YOUR CURRENT BRAND IDENTITY. KEEP YOUR LOGO SIMPLE, AS A RULE, AND MAKE SURE YOUR TAGLINE PROVIDES INSTANT INSIGHT INTO WHAT YOUR COMPANY IS ALL ABOUT.

- **WHITE SPACE**

IT MAY SEEM STRANGE, BUT YOUR BUSINESS CARD NEEDS TO HAVE BLANK WHITE SPACE.





That's All For Today!