

Ch 1. Working in IT industry

Section 1. Meeting people



Learning objectives

- Introduce yourself and others in a professional way.
- Able to interact/communicate in a professional IT team meeting (written & spoken).
- Collecting personal information from others related to professional matters.
- Using body language when communicating with others in a professional environment.



Introduce yourself & others!



Who can be a volunteer to demonstrate how to introduce yourself to each other?



Act. 1: *introduce yourself & others!*

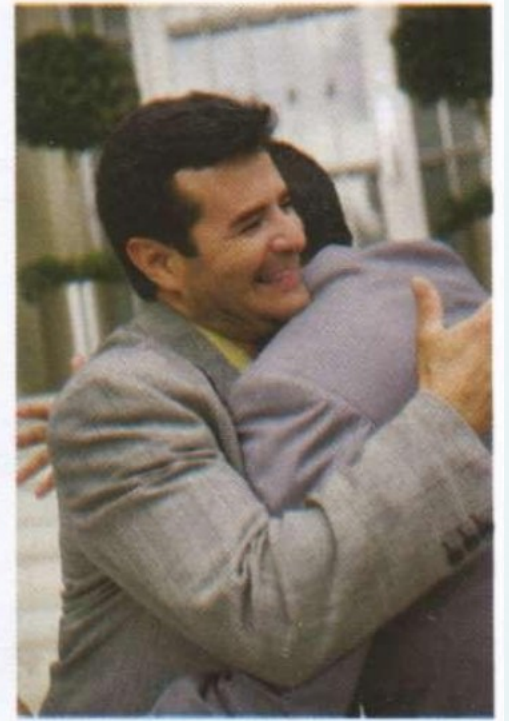
- Create a group of two, and introduce yourself to your partner. You should introduce your name, and your job, how long have you been working in the company, etc. (5 minutes)
- Communicate as *natural* as possible and use physical gestures when talking.

Demonstration:

- Who can be volunteers to demonstrate how to introduce yourselves for the first time?
- Who can be volunteers to introduce his/her partner (3 volunteers)?



Act. 2: How to greet people in your country?



Can you explain what is happening in each photograph?



Greeting people in other country

- How do people great each other in Indonesia?

.....

- What do you say when you greet people in English?

.....

- Do you know other ways to great people in other countries?

.....



Physical gestures

- List all **physical gestures** that you use when introducing yourself for the first time

.....

.....

- Do you know **other physical gestures** that are usually used by people when they are **introducing themselves** one to each other?

.....

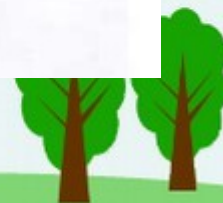
.....



Act. 3: Practice & complete these dialogues!

all is meet name's Nice this
too you Welcome What's

- 1 Natasha: Hi, my (1) _____ Natasha.
Khalid: Pleased to (2) _____ you. I'm Khalid Ali.
Natasha: Pleased to meet you, (3) _____ .
- 2 Philip: Good morning. (4) _____ your name?
Ahmed: I'm Ahmed. And (5) _____ are?
Philip: My name's Philip. (6) _____ to meet you.
- 3 Tim: Hi everybody, (7) _____ is Ingrid.
All: Hi!
Tim: Ingrid, this (8) _____ Ahmed, Linda, Mohammed and Mansoor.
Ingrid: Nice meeting you (9) _____ .
Linda: Likewise.
Tim: (10) _____ to the team and good luck.



Act. 4: Listen the this dialogue

- Recording 1.3



Listen to this dialogue and choose the correct answers.

Kathryn: Karim, what do you do?

Karim: I'm a (1) *website developer/network administrator*. Who do you work for?

Kathryn: I work for CISCO. I'm a (2) *system analyst/website analyst* there. Where are you from, Karim?

Karim: I'm from Kuwait. I work for Microsoft there. And where are you from, Kathryn?

Kathryn: I'm from the (3) *UK/US* but now I live in Qatar. Do you know where Glenda's from?

Karim: She's from the US.

Kathryn: And what's her job?

Karim: She works for (4) *IBM/Dell*. Her job is to set up new systems.



Act.5: Tenses

- List all **verbs** that you use when introducing yourself!

.....

.....

- What type of **tense** that you use?
- Can you explain why?



Try to read these sentences loudly!

Language

Present tense of *be*

We use **be** to say who somebody is or what something is.

I'm Sam.

I am Sam.

You're/We're/They're from the UK.

You/ We/They are from the UK.

He's/She's a website developer.

He/She is a website developer.

It's in the US.

It is in the US.

We use **be** to ask personal questions.

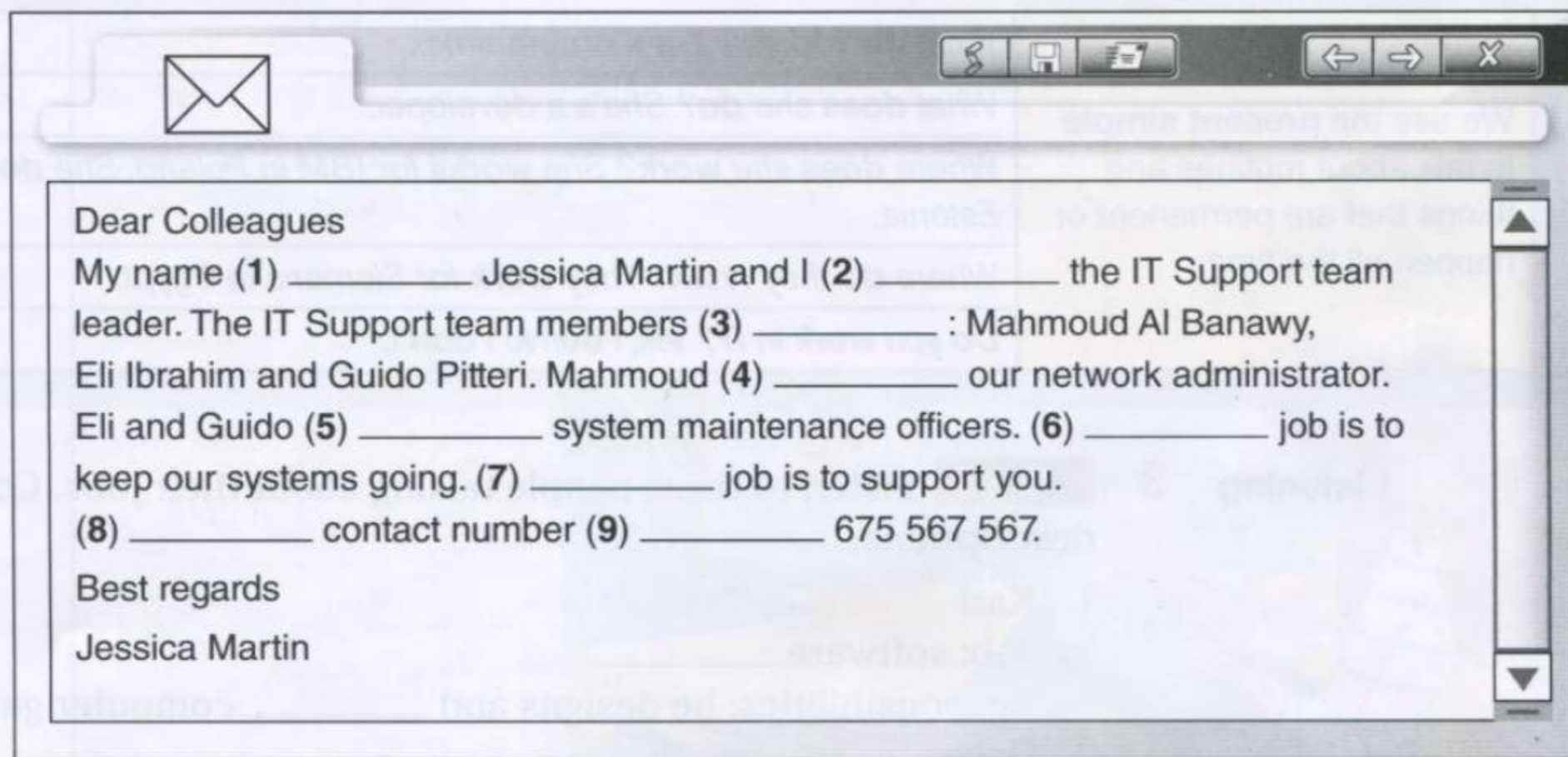
Where are you from?

What's his name/job?

What is his name/job?



Complete this email with the correct *to be* !



The image shows a stylized email client window. At the top left is an envelope icon. The top right contains icons for search, save, and print, followed by navigation arrows and a close button. The main body of the email contains the following text with numbered blanks:

Dear Colleagues
My name (1) _____ Jessica Martin and I (2) _____ the IT Support team leader. The IT Support team members (3) _____ : Mahmoud Al Banawy, Eli Ibrahim and Guido Pitteri. Mahmoud (4) _____ our network administrator. Eli and Guido (5) _____ system maintenance officers. (6) _____ job is to keep our systems going. (7) _____ job is to support you. (8) _____ contact number (9) _____ 675 567 567.
Best regards
Jessica Martin



Exercise & discussion

- What do you do?

.....

- Where are you from?

.....

- What's your job?

.....

