



Greeting a New Employee

Business > Intermediate 6



Exercise 1 – Reading

Read the dialogue aloud with your tutor and check your understanding.

David: Hey, you're the new guy, George, aren't you?

George: Yes, I am. I'm afraid you have me at a disadvantage as you know my name but I don't know yours.

David: I'm David. We work in the same department, but I was on vacation till yesterday, so we didn't have a chance to meet. I just wanted to welcome you to the team!

George: Thanks, David! It's great to meet you!

David: How do you like it here so far?

George: It's been great. Everyone's very nice, and I really like the atmosphere in the office. I think I'm going to love working here.

David: Glad to hear that. Are you from around here?



George: No, I actually just moved from Boston. I am still trying to get used to life here. The traffic is a bit too hectic, but other than that, I really enjoy living here.

David: You're right about that, but you'll get used to it. If you're up for it, we could meet this weekend. I'd be happy to show you around, and can take you to some good bars.

George: Yeah, that would be great.

David: All right, it's a deal then. I should get back to my work now. I look forward to working with you, George. And do let me know if you need help with anything.

George: Thanks a lot, David! See you around!



Check your understanding:

1. Does George like his new job?
2. What does George think about the city he moved to?
3. What will George and David do this weekend?



Exercise 2 – Learning

Useful Expressions

- You're the new guy, right?
- Are you new to the company?
- I don't remember seeing you around here before.
- Welcome to the team!
- Welcome aboard!
- I just wanted to welcome you to the team.
- How do you like it here so far?
- Are you from around here?
- Where are you from?
- Let me know if you need help with anything.
- If there's anything I can help you with, don't hesitate to ask.
- Looking forward to working with you.
- See you around!



Exercise 3 – Role Play

Take turns with your tutor and act out the scene described below.

Scene: A new employee named Fred has just joined your company. Welcome him to the company and have a small talk with him. The teacher can be Fred.



Exercise 4 – Discussion

Discuss the following questions with your tutor.

1. How do you usually greet new employees? What do you do to make them feel welcome?
2. Do you prefer becoming friends with your coworkers or do you think maintaining a professional relationship is better? Why?
3. What are the pros and cons of developing friendships at work?