



# Making Business Introductions

Business > Intermediate 6



## Exercise 1 – Reading

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

*A new HR manager was hired in Micro Company. The boss is introducing him to all of the employees.*

**Mr. Grey:** Good morning, everyone. I would like to introduce our new Human Resource Manager, Mr. Smith.

**Mr. Smith:** Good morning, everyone. I'm pleased to meet you all.

**Grace:** Nice to meet you.

**Laura:** Pleased to meet you!

**James:** It's a pleasure to meet you!

**Mr. Smith:** I'm really looking forward to working with all of you.



*Julia, the company's vice president, arrives.*

**Mr. Grey:** Oh, good morning, Julia! I'd like you to meet Mr. Smith, our new HR Manager. Mr. Smith, this is Ms. Julia Stone, our vice president.

**Julia:** It's great to finally meet you, Mr. Smith.

**Mr. Smith:** Likewise. I look forward to working with you!

**Check your understanding:**

1. What is the dialogue about?
2. What is Mr. Smith's position in the company?
3. Who is the vice president of the company?



## Exercise 2 – Learning

### Useful Expressions

#### **Making Introductions**

- Allow me to introduce myself; my name is James Johnson.
- Let me introduce you to my secretary, Ms. Patricia Jones.
- I'd like to introduce you to my wife, Jennifer Smith.
- Mr. Ronald, this is attorney Jeff Stanley from Micro Company.
- Mr. Gail, I would like to introduce Mr. Frank from CBS.
- Kevin, I'd like you to meet the manager of the marketing department, Mark Brown.

#### **Responding to an Introduction**

- Nice to meet you.
- It's a pleasure to meet you.
- I'm pleased to meet you.
- It's great to finally meet you.
- I'm looking forward to working with you!



## Exercise 3 – Role Play

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

**Scene:** You are walking outside with your spouse Emily and come across a new work colleague named Peter. Introduce them to each other and have a small talk with your colleague. The teacher can be Peter.



## Exercise 4 – Discussion

*Discuss the following questions with your tutor.*

1. Do you feel nervous when you're being introduced to someone important?
2. What can you do in order to make a good first impression when being introduced to someone?
3. What would you do if you had to introduce someone whose name you have forgotten?