



# INTRODUCTIONS



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Expemo code:  
13IA-I1GE-6K34



## 1

### Introducing yourself

Study the following dialogue.

**Susan Clarke:** Can I introduce myself? My name is Susan Clarke.

**Alexander Strauss:** How do you do. I'm Alexander Strauss.

**Susan Clarke:** Pleased to meet you, Mr. Strauss. So, what do you do for a living?

**Alexander Strauss:** I'm a film producer.

**Susan Clarke:** Really? That sounds interesting.

**Introduce yourself to the person next to you in a similar way. Use your real name and job.**





## 2

## Introducing other people

Listen and complete the dialogue between host, colleague and visitor.

**Daniel Goldman:** Susan, I'd like \_\_\_\_\_ meet Miles Henderson from Simtech Ltd.

**Susan Clarke:** How do you do, Mr Henderson?

**Miles Henderson:** Pleased \_\_\_\_\_ you. So what do you do here?

**Susan Clarke:** I'm \_\_\_\_\_ charge \_\_\_\_\_ our HR department. And you?

**Miles Henderson:** I'm responsible \_\_\_\_\_ sales and marketing.

**Daniel Goldman:** Is \_\_\_\_\_ your first visit \_\_\_\_\_ Boston, Mr Henderson?

**Miles Henderson:** No, actually, I've been here four times already.

**Daniel Goldman:** Really? On holiday or business?

**Miles Henderson:** Mostly business.

**Daniel Goldman:** How long \_\_\_\_\_ for your company?

**Miles Henderson:** Oh, I've been with Simtech for almost five years now. How about you? When did you \_\_\_\_\_ your company?

**Daniel Goldman:** I started working for Xcel Systems about 10 years ago.

Audio



## 3

## Useful expressions

Look at the following expressions from the dialogues. Put each expression in the correct category.

Can I introduce myself? My name is ...

How long have you been working for ...?

I'm in charge of ...

Is this your first visit to ...?

Really?

What do you do for a living?

How do you do.

I'd like you to meet ...

I'm responsible for ...

Pleased to meet you.

That sounds interesting.

When did you join your company?

Introducing yourself:

---

Greeting somebody:

---

Introducing a colleague:

---

Making small talk:

---

Talking about your job:

---

Showing interest:

---



Now add the following expressions to the categories:

I'd like to introduce you to...    Nice to meet you.    Hello, I'm ...    I work in accounts.

**4****Small talk**

When you meet someone for the first time, you usually make 'small talk' to get to know the person better. Match the questions below on the left with the replies on the right. Listen to check your answers.

Audio



- |                                      |   |
|--------------------------------------|---|
| 1. How was the weather in Madrid?    | a. Actually, the flight was delayed by 4 hours because of fog. Then we were stuck in traffic for another 3 hours! |
| 2. How long are you here for?        | b. Just two days. I arrived on Monday.  |
| 3. What do you think of our city?    | c. Nice and sunny.  |
| 4. How long have you been in Boston? | d. So far, very impressive.   |
| 5. Did you have a good trip?         | e. Until the end of the week.   |

**5****Role play**

Walk around and introduce yourself to other people, and introduce other people to each other. Make small talk and try to show interest in other students' comments.



# Transcripts

## 2. Introducing other people

**Daniel Goldman:** Susan, I'd like you to meet Miles Henderson from Simtech Ltd.

**Susan Clarke:** How do you do, Mr Henderson?

**Miles Henderson:** Pleased to meet you. So what do you do here?

**Susan Clarke:** I'm in charge of our HR department. And you?

**Miles Henderson:** I'm responsible for sales and marketing.

**Daniel Goldman:** Is this your first visit to Boston, Mr Henderson?

**Miles Henderson:** No, actually, I've been here four times already.

**Daniel Goldman:** Really? On holiday or business?

**Miles Henderson:** Mostly business.

**Daniel Goldman:** How long have you been working for your company?

**Miles Henderson:** Oh, I've been with Simtech for almost five years now. How about you? When did you join your company?

**Daniel Goldman:** I started working for Xcel Systems about 10 years ago.



# Key

## 2. Introducing other people

Play the audio file or use your mobile device to scan the QR code (make sure you have installed a QR code reader app and can access the Internet on your device).

1. you to
2. to meet
3. in
4. of
5. for
6. this
7. to
8. have you been working
9. join

## 3. Useful expressions

INTRODUCING YOURSELF: Can I introduce myself? My name is ...; Hello, I'm ...

GREETING SOMEBODY: How do you do; Pleased to meet you; Nice to meet you.

INTRODUCING A COLLEAGUE: I'd like you to meet...; I'd like to introduce you to ...

MAKING SMALL TALK: What do you do for a living? Is this your first visit to...? How long have you been working for ...? When did you join your company?

TALKING ABOUT YOUR JOB: I'm responsible for...; I'm in charge of ...; I work in accounts.

SHOWING INTEREST: Really? That sounds interesting.

## 4. Small talk

1. c
2. e
3. d
4. b
5. a

Point out the use of the present perfect ('have you been') in question 4 to refer to a period of time that began in the past and continues to the present and have the students compare this structure with question 2 'How long are you here for?' (= 'How long are you staying here?' / 'How long do you intend to stay here?'). Ask the students to find two more examples of the present perfect in the dialogue in Exercise 3: 'I've been here four times already' (present perfect simple), 'How long have you been working for your company?' (present perfect continuous).

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