

# Introduction e-mail

READING

LEVEL  
Lower-intermediate

NUMBER  
EN\_BE\_2134R

LANGUAGE  
English

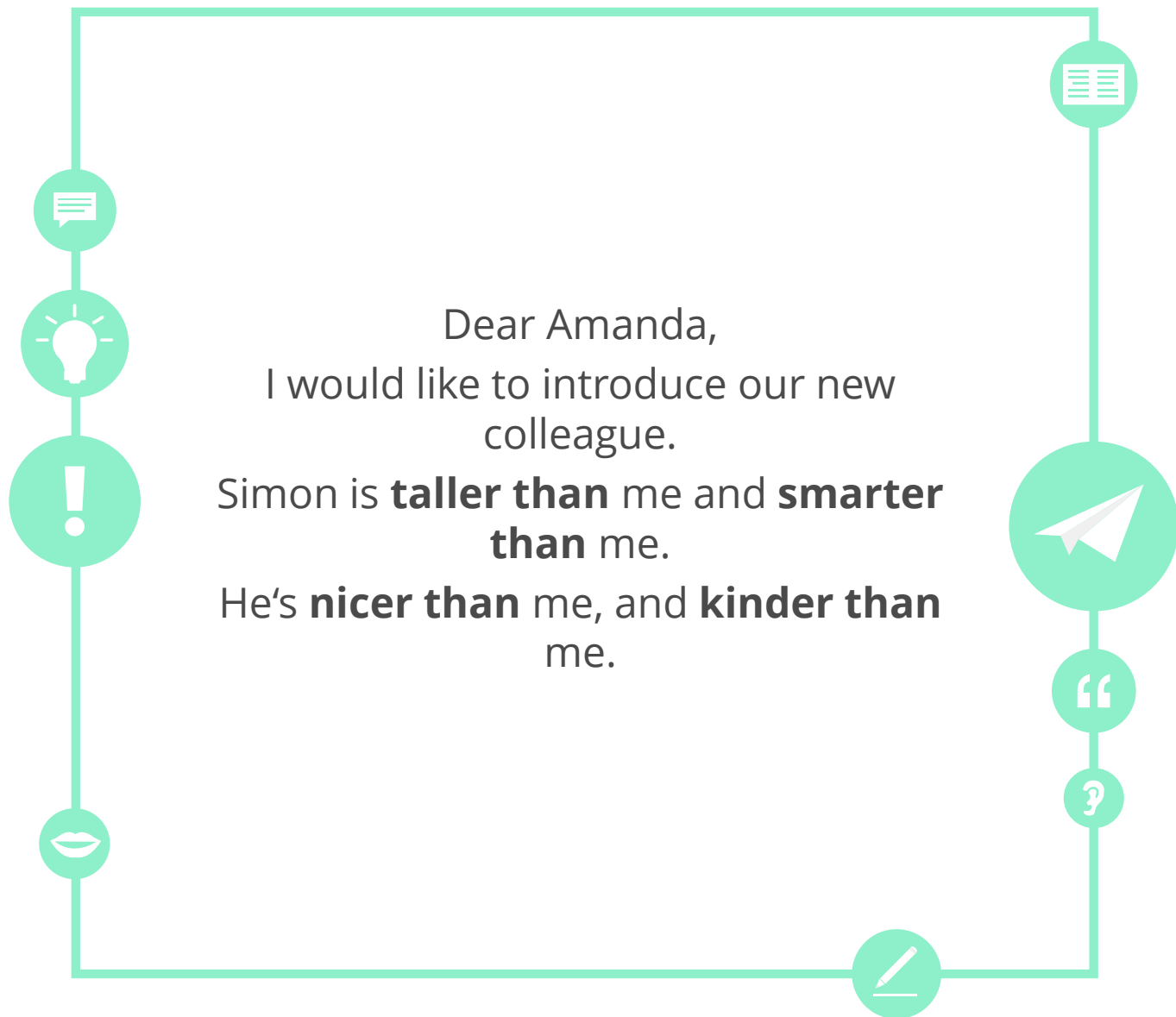




## Goals

- Can read and understand a short email introducing a new colleague.
- Can correctly use simple vocabulary to describe people







## Vocabulary review

**serious**

**curly**

**lazy**

**hard-working**

**reliable**

**good at**

**polite**



**rude**



## Vocabulary review



Fergus is **taller than** Elsa.

Max has got **curly** hair.



Geri is quite **short**.

Graham sometimes is **lazy**.





## Vocabulary review



Heath is very **hard-working**.

Dennis **is good at** drawing.



It is **polite** to shake hands when you meet someone.

It is **rude** to point at people.





## Introduction e-mail

Dear Martina,

I would like to introduce you to Steve, a colleague of mine from our Dubai office who is joining our team next week. He's originally from the UK.

I want you to meet him when he arrives on Monday morning, so I will tell you what he looks like. Steve's **tall** - I think he's **the tallest** person in our office - and he's got **short, curly, black hair**. He's got **green** eyes and sometimes has a **beard**, and he always wears a **suit**. He's around 30 years old.





## Fill in the table about Steve

Height	very tall
Clothing	
Hair	
Age	
Eyes	
Nationality	







## About you

**What do you look like? Imagine your classmates have never met you before. Describe yourself.**

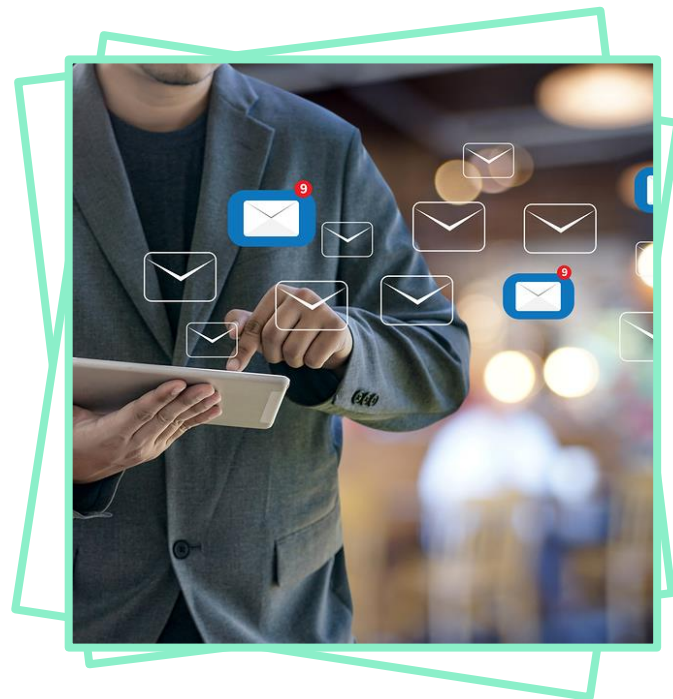
- Only describe what you look like here.
- Be specific – imagine they have to find you in 100 other people!





## Speaking

How often do you **write emails**  
to your whole **team**?  
Who usually **introduces new**  
**colleagues** to your team?





## Introduction e-mail



And now something about his personality. Steve's very **nice** but he's a little bit **shy** when he first meets someone. So at first he is **quieter** than normal. But, when you know him more, you'll realise that he's **nicer** than most people.

He's **polite** and very **kind - kinder** than I am for sure, so you will like him. Steve's **honest** and **hard-working** at work, he always finishes everything you ask him to do. His boss says he is **harder-working** than most people in his team. He **is good at** speaking to big groups of people, so he will lead meetings. And, he's always **positive** about his work and his colleagues.



## List

Good

Bad





## Answer the questions

**Write the answers to these questions.**

1. What is Steve like when you first meet him?
2. What is Steve like when you know him more?
3. What is Steve good at?



## Speaking

**What are you like  
when you first meet  
someone new at  
work?**

**What are you like  
when you know  
someone longer?**

**What are you  
good at in your  
job?**

**What are you bad  
at in your job?**



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Steve really doesn't like **dishonest** or **negative** people, so keep him away from Alan and John! He also doesn't like **lazy** people, so please make sure that everyone knows what they are doing when he starts. And Steve is the **politest** person I know - he hates **rude** people. Finally, Steve **is bad at** working with spreadsheets, so maybe he will ask for some help with Excel.

Steve's a great guy - I know you'll like him.

Please ask if you have any questions.

Best regards,  
Veronica



Look back at the whole text. What is the 3<sup>rd</sup> person simple form of these verbs?

arrive

do

hate

finish

work

know





Find the four comparatives in the text of these adjectives

hard-working

kind

nice

quiet



Look at the text one last time

**Can you find the  
two superlatives  
used?**



## Writing questions

**Work in pairs. Write 4 questions about Steve using all the information from the email.**

**Find a new partner and ask your questions. See what they can remember.**

What is Steve good at?

What kind of people does Steve hate?





## Your new colleague

**Choose one of these people to be your new colleague.  
On the next page, brainstorm words to talk about what they look like  
and what their personality is like.**





## Brainstorm

Brainstorm your ideas here.





## E-mail writing

**Now write an email of about 100-150 words introducing your new colleague to your team.**

The image shows a simplified email composition window. At the top right, there are three window control buttons: a minus sign, a square, and a red 'X' button. Below these, there are three main input areas:

- A text field labeled "To:".
- A text field labeled "Subject:".
- A large text area for the email body, containing several horizontal lines for writing.



## Reflect on the goals

Go back to the second slide of the lesson and check if you have achieved all the goals of the lesson.

yes

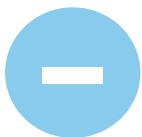
no





## Reflect on this lesson

Think about everything you have seen in this lesson.  
What were the most difficult activities or words? The easiest?



If you have time, go over  
the most difficult slides again





## Answer key

### Exercise p. 8

Clothing: suit, Hair: short, curly, black, Age: around 30, Eyes: green, Nationality: UK/British

### Exercise p. 12

Students' own answers

### Exercise p. 13

(Answers should mention the following)  
1. shy, quieter than normal, serious, unfriendly, 2. friendly, easy-going, 3. speaking to big groups of people

### Exercise p. 16

arrives, does, hates, finishes, works, knows

### Exercise p. 17

harder-working, kinder, friendlier, quieter

### Exercise p. 18

the tallest, the politest





## Fill in the gaps

Dear Margo,

I'd like to introduce our new colleague Elena.

She is very short - \_\_\_\_\_ than me!

She has \_\_\_\_\_-length, straight hair and blue eyes.

She's very friendly and \_\_\_\_\_ - nothing is a problem for her. But, she is sometimes a bit \_\_\_\_\_ - she likes to joke a lot.

Anyway, I hope you will like her.

Best regards,

Dan

**immature**

**shoulder**

**shorter**

**easy-going**



## E-mail writing

**Now write your own short e-mail describing one of your colleagues to someone new.  
Talk about how they look and what their personality is like.**

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□

×

To: newcolleague@office.com

Subject: Our colleague

Dear...



## Homework answer key

### Exercise p. 25

shorter, shoulder, easy-going, immature



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