Introducing someone else

lingoda

COMMUNICATION

LEVEL	NUMBER	LANGUAGE
Lower-intermediate	EN_BE_2132X	English

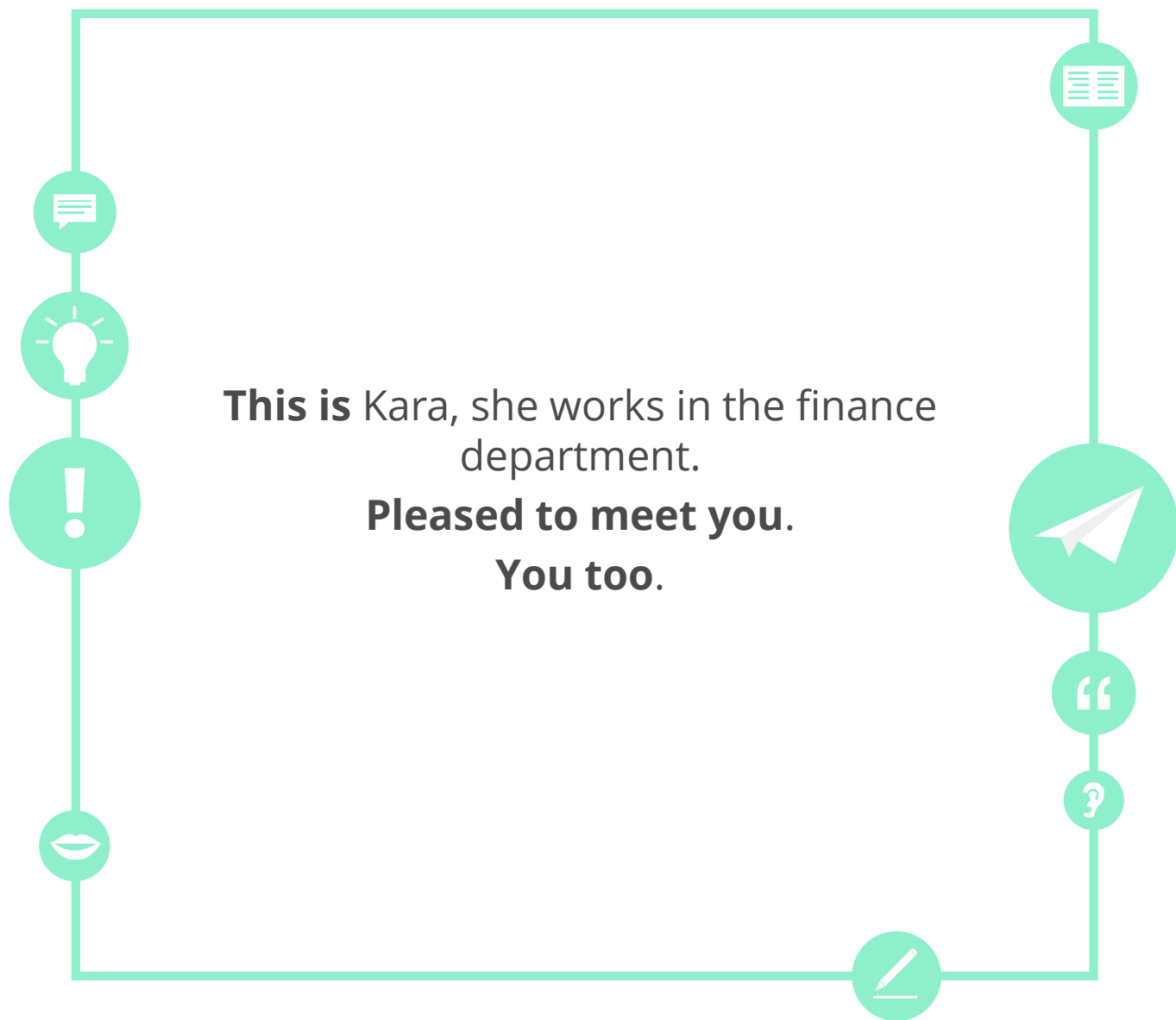# Goals

- Can correctly introduce someone to someone else.

- Can correctly construct third-person forms of common verbs in the present simple.

This is Kara, she works in the finance department.
Pleased to meet you.
You too.

Preview and warm-up

In this lesson you are going to learn how to **introduce someone** to other people.

Have you met Ted?

lingoda

architect

doctor

nurse

lawyer

accountant

legal department

finance department

marketing department

Jason works **in finance**.

Helga works **in the tourism industry**.

Leila is a **marketing assistant**.

Oliver works **in entertainment**.

3rd person singular of present simple

Remember that verbs in the **third person singular** in the **present simple** change their form in English:

- Usually we **add _s_**
- Sometimes we have to **change some letters**

Look at the examples below.

Infinitive	3rd person singular
work	works
live	lives
go	goes
have	has
do	does

3rd person singular of present simple

Sara **works** in our Buenos Aires office.

Harry **lives** in Rome.

David **goes** to work at 7am every day.

Lydia **has** a very busy day today.

Complete the table with the 3rd person singular

do	_____
make	_____
speak	_____
say	_____
be	_____
have	_____
go	_____
get	_____
think	_____

Speaking

Think about three people you know and tell your classmates what they do or where they work.

My uncle works in banking.

My friend Jasmine is a finance director.

Introducing someone

There are two ways you can **introduce someone** else.
You can use a **statement**, or you can **ask** if they have met before.
Look at the examples below.

This is Alex.

Have you met John?

Introducing someone

Do you know Kieran?

I'd like to introduce Olga.

This is Matt, **a colleague of mine** from the legal department.

I'd like to introduce Ella, she works in our Hong Kong office.

Saying who someone is

There are two ways to say **who someone is** when you **introduce** them. Look at the examples below.

- This is **my manager**, Julia.

- This is **my colleague**, Andrew.

- Greg is **a colleague of mine** from the legal department.

You **cannot** say *a manager of mine*, because usually you only have one manager in each position.

Complete the sentences

Complete the sentences with one word to make introductory phrases.

1. Have you _____ Tom?

2. I'd like to _____ Barbara.

3. This _____ Donald.

4. Do you _____ Fatimah?

Find and correct the mistakes in each of these statements

1. This is Harry, a colleague of my from the legal department.
2. Have you meet Jane? She works in marketing.
3. I'd like introduce Tina, she works in our Cape Town office.
4. Do you know Igor? He's on the entertainment industry.
5. This is mine manager, Josh.

Imagine the people below are your colleagues. Introduce them to your classmates.

A

B

C

D

Expressing pleasure in meeting someone

When you are **introduced to someone**, you should **express pleasure** in meeting them.
Look at the phrase below and the phrases on the next page.

A pleasure to meet you.

Expressing pleasure in meeting someone

Nice to meet you.

Lovely to meet you.

Great to meet you.

Pleased to meet you.

lingoda

Expressing pleasure in meeting someone

The phrases below show you how you can **respond** when you are **introduced to someone** you **will be working with**.

Looking forward to working with you.

You too.

Unscramble to make three phrases

meet

to

A pleasure

you

meet

Great

to

you

with you

Looking

forward to

working

This is Jo

Put the text in the right order

1 **2** **3** **4**

A Lovely to meet you too, John!

B Pleased to meet you, Sarah.

C John, this is Sarah from the accounts department.

D Looking forward to working together.

Dialogue

Fill in the gaps in the dialogues on the next two pages then practise them with two of your classmates.

_____ is Verity, a colleague of _____ from the human resources department.

Lovely _____ meet you.

You _____.

Dialogue

I'd _____ to introduce Peter, my manager.

A _____ to meet you Peter.

You too. Looking _____ to working with you.

Writing a dialogue

Write a similar dialogue introducing your new colleague to your team in the office. Then, practise your dialogue with two of your classmates.

Have you met..?

A pleasure...

Speaking

You are at a conference with a colleague who is new to your industry. Practise introducing your colleague to some new people.
One person in your group should play your colleague.

This is...

Have you..?

You too.

Lovely to...

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

lingoda

Answer key

Exercise p. 22-23
This, mine, to, too, Like, pleasure, forward

Exercise p.21
1. C   2. B   3. A   4. D

Exercise p. 20
A pleasure to meet you. Great to meet you. Looking forward to working with you.

Exercise p. 15
1. of **mine** from, 2. you **met** Jane, 3. like **to** introduce, 4. He's **in** the, 5. is **my** manager
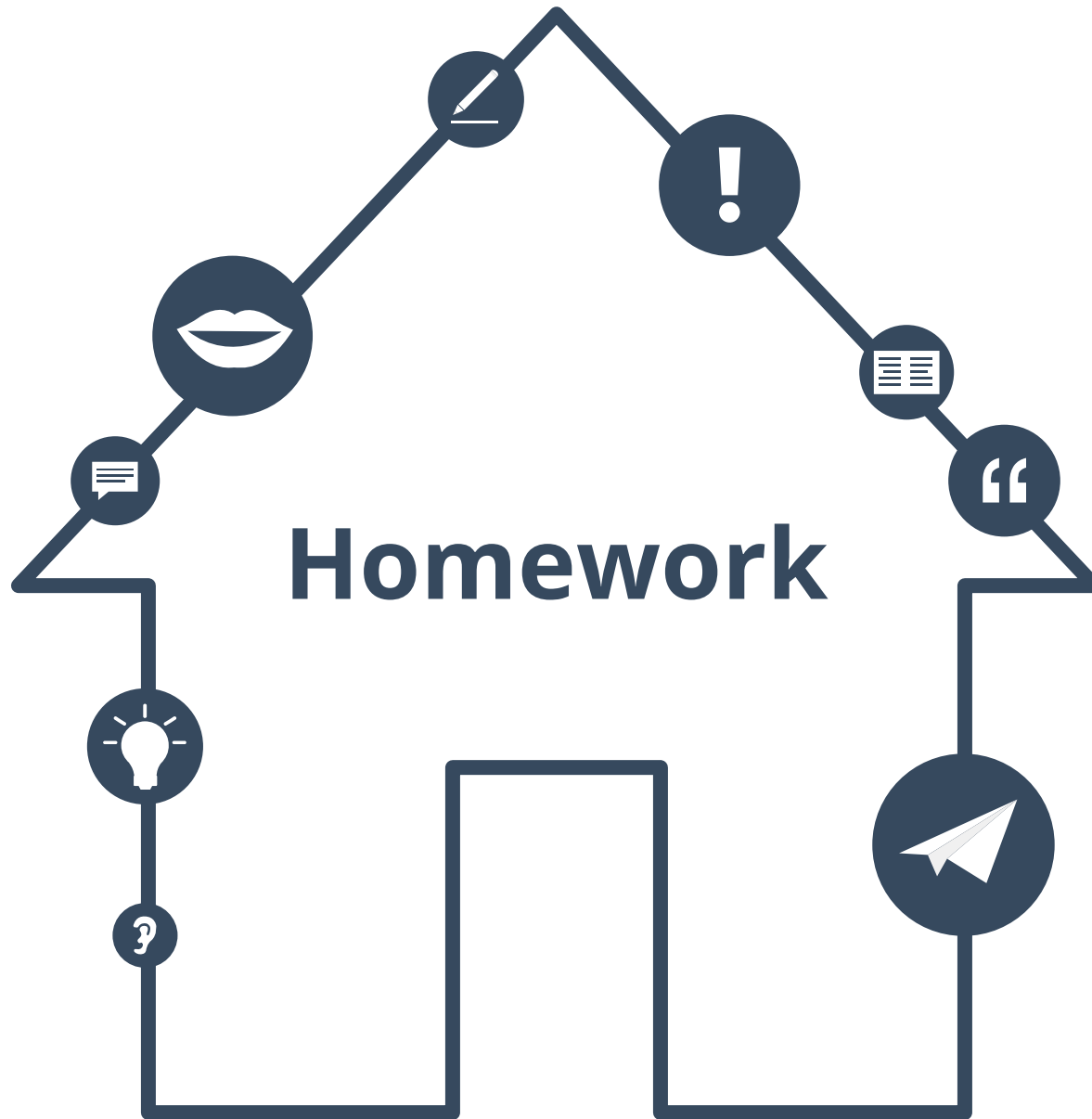
Exercise p. 14
1. met, 2. introduce, 3. is, 4. know

Exercise p. 9
does, makes, speaks, says, is, has, goes, gets, thinks

Homework

Dear All,

I'd like to _____ our new colleague Helen. She usually _____ in our Rome office. She will be working with me in the _____ department. She is looking _____ to working with you all.

Regards,
Sam

marketing

introduce

works

forward

Email writing

Write an email introducing a new colleague to your office. Follow the structure on the previous page to help.

| | − | □ | × |

To: All

Subject: Our new colleague

Dear All,

About this material

This material is provided by

lingoda

lingoda Who are we?

Why learn English online?

What kinds of English classes do we offer?

Who are our English teachers?

How do our English certificates work?

We also have a language blog!