

First days in a company

COMMUNICATION

LEVEL
Upper-intermediate

NUMBER
EN_BE_3101X

LANGUAGE
English

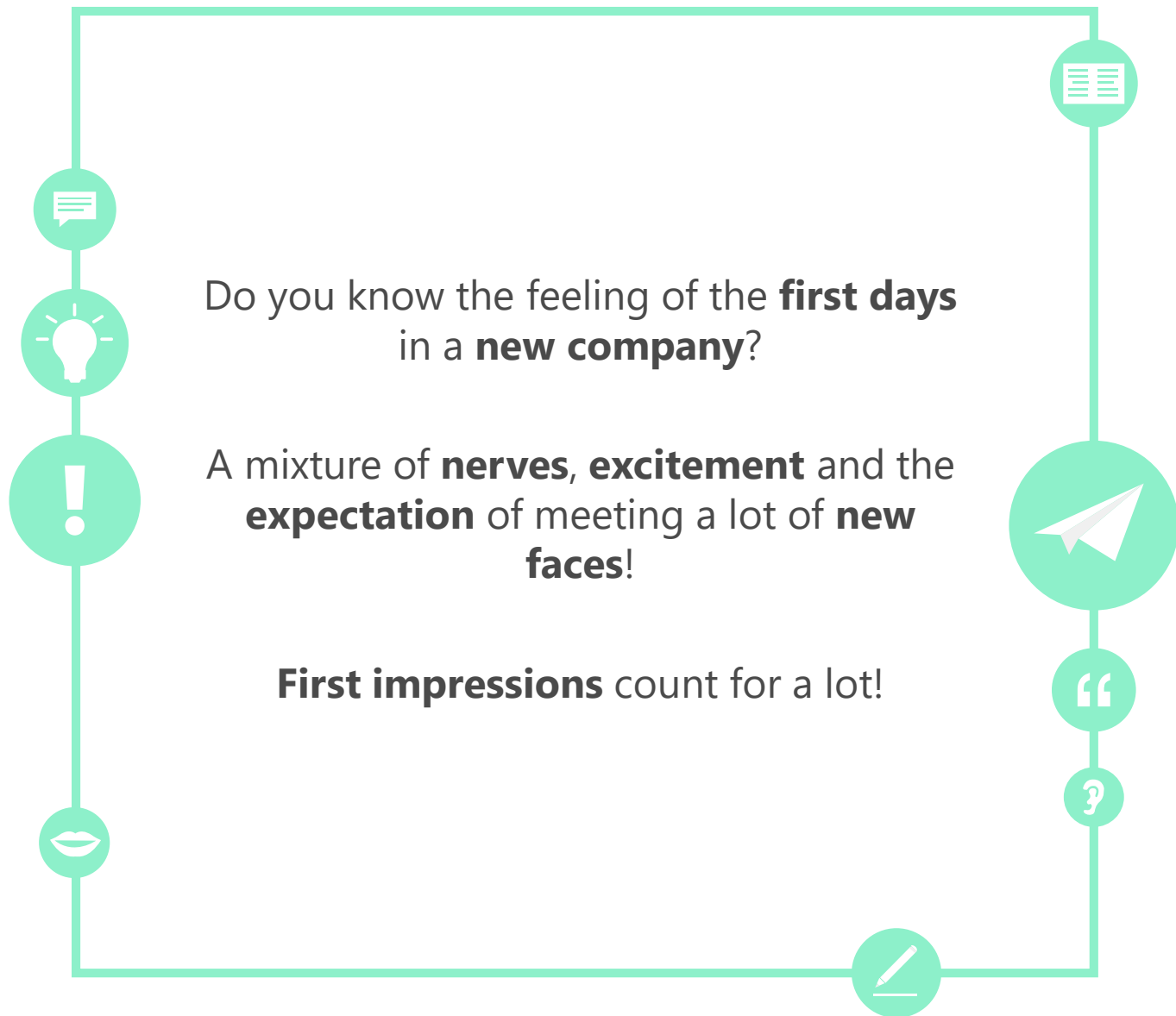




Goals

- Can introduce myself to a new set of colleagues and react to any unexpected questions.
- Can set up a meeting with new colleagues and make appropriate small talk with them.







Warm up discussion

What **expressions** would you use if you were meeting someone for **the first time**?





Warm up

Introduce yourself to the group. Use some of the expressions below, along with any you know already.



Hi, how are you today?

Pleased to meet
you!

It's great to be
here.



Talk to the teacher

**What is important to
remember in order to
have a successful first day
at a new company?**



New words

colleague

Jennifer introduced herself to her **colleagues**.



workmate

I'm getting on very well with my **workmates** in the office.



boss

Mrs Moore is the **boss** of our department.



corridor

I ran into Jane from sales in the **corridor**.



Introductions

First impressions count for a lot. Making a **strong** and **positive introduction** can be very important on your first day in a new company.



Hello! Very **nice to meet you.**



How do you do? Pleased to meet you.



Introducing yourself

- Nowadays, we often 'meet' colleagues over the telephone or via email before meeting them face-to-face.
- Despite this, it's still considered polite to **introduce** yourself, including an **acknowledgement** of your **previous work together**.

- It's great to **finally** meet you in person. We always talk over the phone.

The word **finally** gives a sense of warmth, and makes the greeting more friendly.

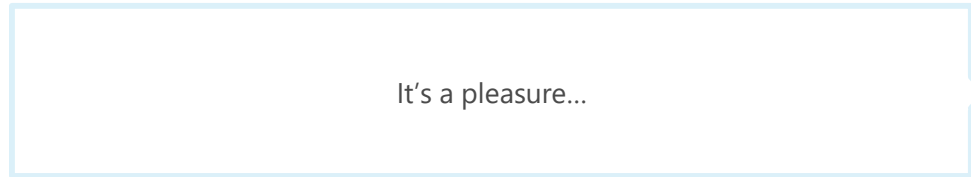




Practise introducing yourself to some new colleagues



Let me...



It's a pleasure...



It's great to finally...



Discuss

What is it like on the first few days in a new job? What kind of things affect how you express yourself?



New words

first impression

I was anxious to make a good **first impression** at the meeting.



get to work

This afternoon I have to **get to work** on my new project.



get organised

We'll **get organised** for the upcoming week in the meeting on Friday.



face to face

It's fantastic to finally meet you **face to face**.





New words

my pleasure

It's **my pleasure!**

let me introduce
you...

Let me introduce you to Oliver Sacks, managing director of the company.

thank you for
having me...

Thank you for having me, it's been a great first day.

to show someone
around

Joan is new here, why don't you **show her around**?

to get to know

It's been great **to get to know** the team.

to get started

Let's **get started!**

formal

informal

We use **formal language** in contexts which are more serious or with people we don't know so well.

Informal language is used more often in our everyday life with people we know well – our friends and family, for example.



I wore a suit and tie to the **formal** occasion.
I caught up with my colleague after work for an **informal** bite to eat.



Nice to meet you!

You've been asked to organise a meeting with Suzi in the sales department. You haven't met Suzi yet, so use this opportunity to introduce yourself and set a time for your meeting. Don't forget to keep it formal!

— □ ×

To: suziconnor@mediako.com

Subject:



Small talk



The ability to make small talk is very useful in an office setting – it helps to define your relationship with colleagues.

It can be useful as:

- A conversation opener
- A polite way to end a conversation (to avoid seeming abrupt)
- Space filler to avoid awkward silences (especially in English culture)

Small talk will generally consist of something known to both people, and be considered **uncontroversial**. Common subjects for small talk include **sports**, the **weather** or **television** shows

- Oh, really? That's interesting!
- Lovely weather we've been having.
- Did you have a good weekend?
- How are things going?
- That's a lovely bag!

question tags

When we engage in small talk, we often add **small questions** to the end of our sentences.

This shows you are **reacting with interest**, and is useful to keep conversation going.

It demonstrates that the speaker is listening and actively contributing to the conversation.

- Oh really? That is interesting.
- You are coming to the meeting, aren't you?
- You like your coffee black, don't you?
- Johnny was there, wasn't he?

You have met Mark, **haven't you?**



Make small talk

**You have bumped into your teacher or a classmate in a queue at the cinema.
Can you make small talk with them to avoid an awkward silence? Aim to reach two minutes.**



Use as many
question tags as
possible

How did you feel
making small talk?



Questionnaire

	TRUE	FALSE
1. If you have already spoken with someone over the phone, it's best to introduce yourself as normal.	<input type="checkbox"/>	<input type="checkbox"/>
2. The word context refers to the setting of an environment and the circumstances of a situation.	<input type="checkbox"/>	<input type="checkbox"/>
3. We can use the phrase get started to talk about beginning something.	<input type="checkbox"/>	<input type="checkbox"/>
4. Informal language is most appropriate in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>
5. Good topics for small talk are politics, religion and anything controversial.	<input type="checkbox"/>	<input type="checkbox"/>
6. A question tag is a short question at the end of a sentence to express interest.	<input type="checkbox"/>	<input type="checkbox"/>



Talking about the start and duration

It's very useful to be able to talk about the **start** and **duration** of an action in an office environment.

As most processes in the office operate according to a **schedule**, talking about the **initiation** and **progress** of a project is very important.

Talking about the **start** of an action:

- We should **get started** on that project.
- I'm looking forward to **getting to work** on this task.
- When is the project **scheduled** to begin?

Talking about **duration** of an action:

- Will the project be completed **on time**?
- Is everything being completed **according to schedule**?
- **How much time** should I give you?

Fielding unexpected questions

The first day is overwhelming and employees are often overwhelmed by many **unexpected questions**.

Always be aware of the social context of your environment. It's advisable to always maintain a **professional demeanour** and sense of humour.

It is often difficult to reply to unusual questions on the first day. It's best to answer in a **neutral** way, and not to reveal your opinion.



Do you think you will be happy here?



React to these unexpected questions

1. What will you be working on?



I'm still getting familiar with my tasks, and looking forward to finding out about my first project!

2. How do you feel today?



3. Are you enjoying the job so far?



4. What do you think of the team?



5. Are you happy with your office?



Organising a meeting

Meetings are important aspects of life in a company. They are a critical part of a **well functioning team**, and help in keeping people motivated and aware of what is happening in different departments.

Practise using the expressions below to help you organise a meeting.



How's your **schedule** looking for next week?



Yes, Thursday is fine!



Questions for organising a meeting



How is Monday afternoon for you?

Are you available on Friday before 11am?



Would Thursday be okay instead?

Could we meet on Tuesday after 1PM?





Organise a meeting with your teacher

Hi Cindy, it's great
to finally meet
you...

Great, I will see
you at...



I look forward
to...

A pleasure to
meet you...

My schedule is
looking good
from...

How about we
try...

That time doesn't
work for me...

What time is
good for you?



Talk to the teacher

You're a manager in the company. You have just met one of your new colleagues for the first time. Make a good impression through your conversation and then schedule a meeting.

Use some of the expressions in the boxes below.

Look forward to
seeing you then!

How are you
finding your first
week?

We are happy to
have you on
board.

Let me know if
you have any
questions.

It's Robert, isn't
it?

Is now a good
time for you?

Let's organise a
meeting to
review company
procedures.

My name is
Dave, pleased to
meet you.

Unfortunately
I'm only
available from...



Review

What was your first day at your last company like? Tell your classmates what happened and how you felt!

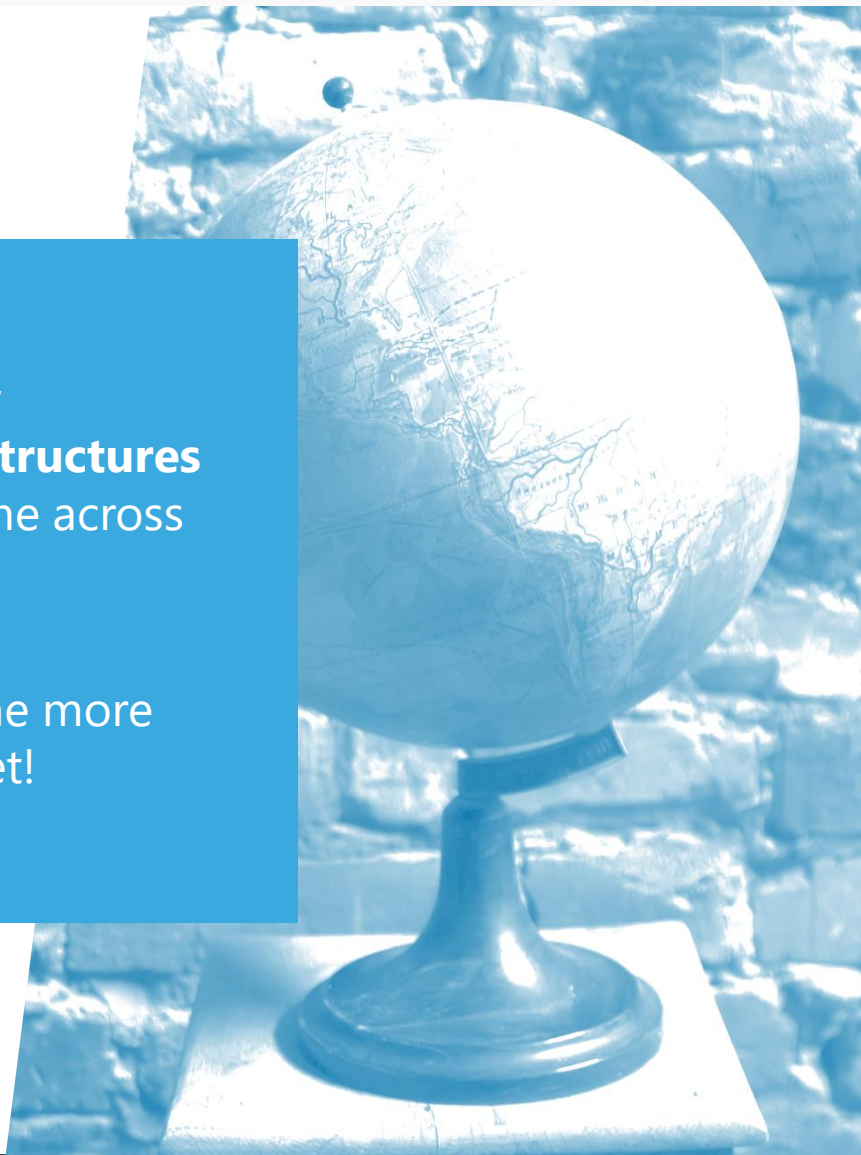


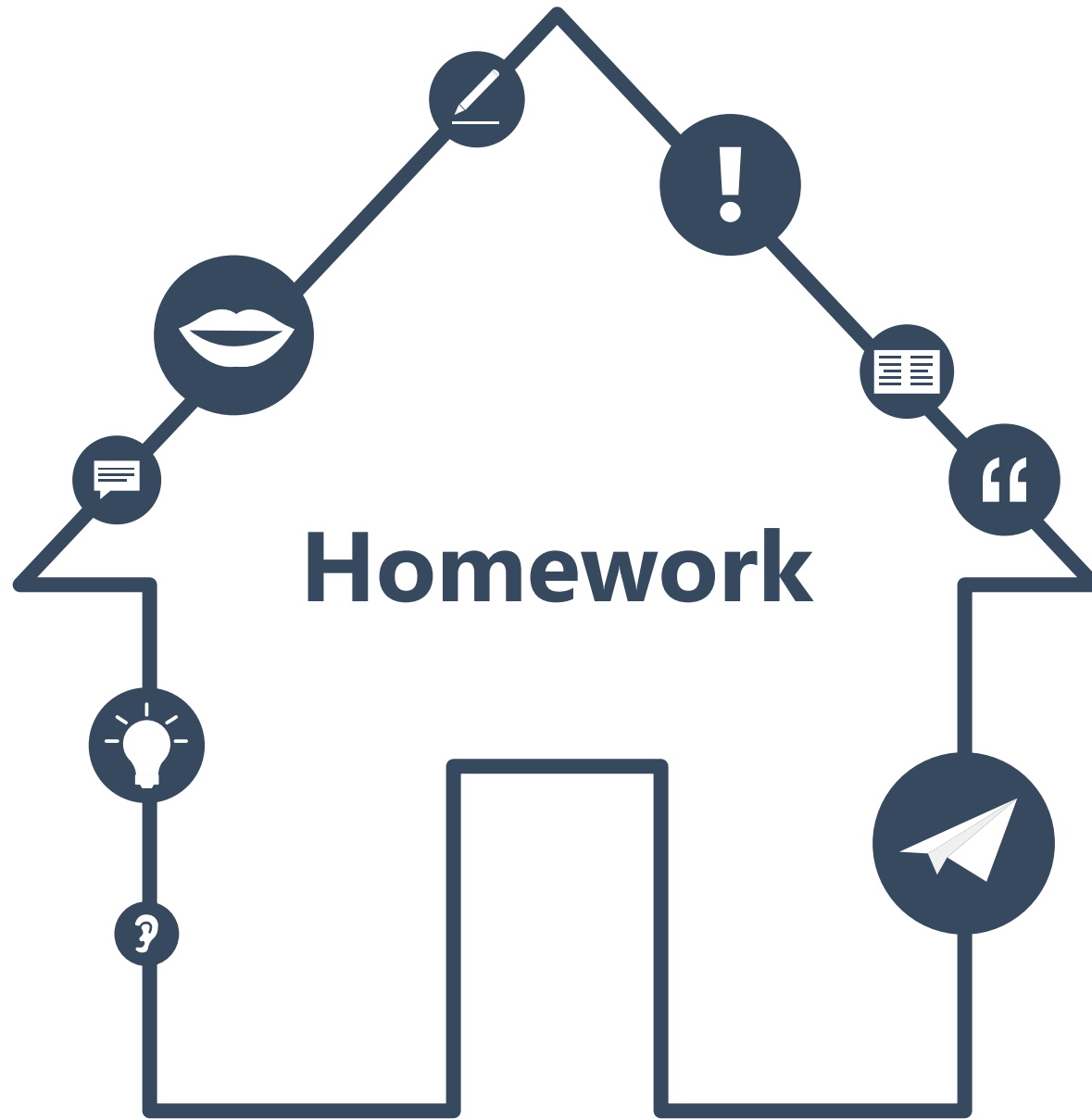


Reflect on the lesson

Take a moment to review any new **vocabulary, phrases, language structures** or **grammar points** you have come across for the first time in this lesson.

Review them with your teacher one more time to make sure you don't forget!







Categorise the phrases

Introducing yourself

Organising a meeting

Yes, Thursday morning is fine.

It's great to finally meet you.

How do you do?

It's my pleasure.

Would this afternoon be okay?

Sorry, I have a deadline in the morning and won't have time before then.

Pleased to meet you.

How is Monday for you?

I'm afraid I can't meet you at that time.

Hi, I'm new here.



question tags

confidence

conservation

organisation

body language

useful
expressions

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