

Connecting with colleagues

COMMUNICATION

LEVEL
Beginner

NUMBER
EN_BE_1112X

LANGUAGE
English

lingoda





Goals

- Can recognise and understand basic phrases for greeting and parting ways with colleagues
- Can use appropriate phrases to greet and part ways in a business context.







Preview and warm-up

- In this lesson, you are going to learn how to greet people, say goodbye and give basic information about yourself.



Hello Samantha, **how is it going?**



Review introductions

How are you?

Hello

My name is...

**I'm from
Canada.**

**What is your
name?**

**Where are you
from?**

Bye!

I'm fine.





Greetings and partings



Hello. Nice to meet you.

Bye! See you later.





Introduce yourself



Hi! I'm Martin. What is your name?

My name is Lucy.



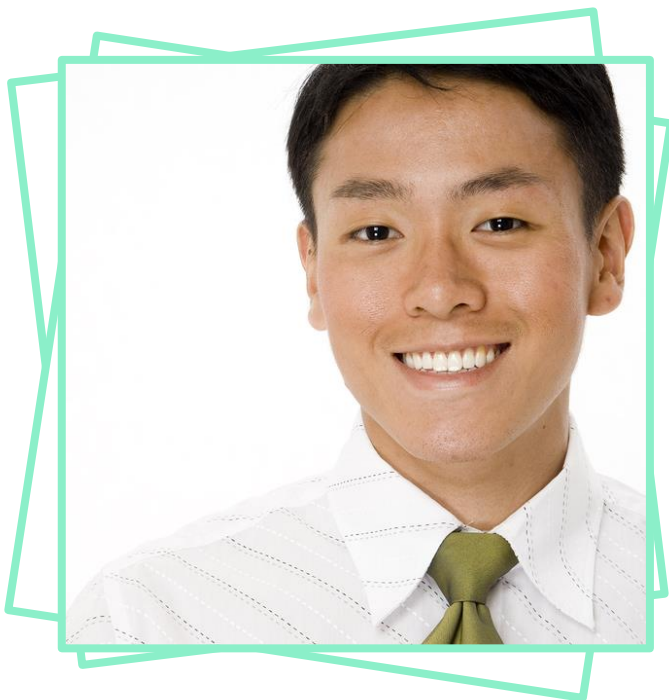
Where are you from?

I'm from China.





Find the opposite



Hi!

≠



_____!



Find the opposite



≠



I'm not fine!

_____.



Coming or going?

Hello!

Goodbye!

A



B



C



D





Complete the sentences

1. Hi! _____
2. Goodbye! _____



See you later.

How is it going?

How is it going?



Hello Jane, **how** is it going?

I'm doing well, thank you.



How is it going? I'm doing well, thank you.

I'm having a bad day.



Please excuse me, I'm having a bad day.

I'm doing OK.



I'm doing OK. How about you?

And yourself?



I'm fine, thank you. And yourself?



How is it going?



We are doing well, thank you.

Not so good. **I'm having
a bad day.**





How is it going?



Hi Kieran. **How is it going?**



I'm doing OK. **And yourself?**



I'm not so good. **I'm having a bad day.**

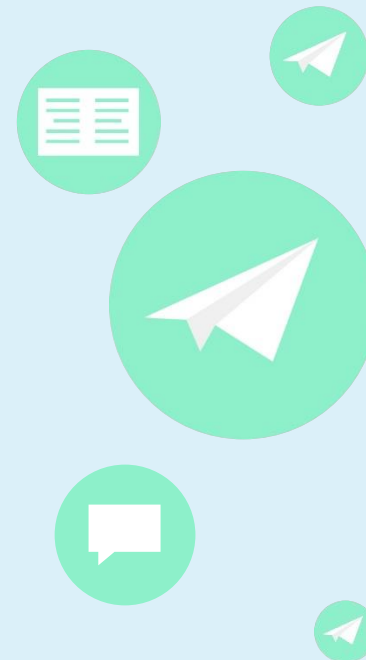


I'm sorry to hear that. **Take care.**



Choose the correct option

1. How _____ (is / are) you?
2. I'm _____ (doing / do) well.
3. And _____? (myself / yourself)
4. I'm _____ (had / having) a bad day.
5. I'm doing well, _____ (thank / thanks) you.





Put the conversation in order



a. And yourself?



b. Hi!



c. I'm doing well, thank you.



d. How is it going?

1. _____ 2. _____ 3. _____ 4. _____

Good morning!



Good morning! Do you start work early?

Good afternoon!



Good afternoon! Welcome to our 2pm meeting!

Good night!



Goodnight! See you tomorrow.

Take care!



Take care and best of luck!

See you later!



Thanks for a great meeting. See you later!



Parting ways



Goodbye, **see you later!**

Bye! **See you tomorrow.**





Greetings



Good morning! Do you want coffee?

Good afternoon! Nice to meet you.



Good night! See you in the morning.

Take care! See you tomorrow.





Find the opposite



Hello!

≠





Complete the dialogue



_____ afternoon!

I'm doing well, thank you. And _____ ?

What's _____ matter? Can I help?

OK. _____ care.

How is it _____ ?

Not so good. I'm _____ a bad day.

No, I'm fine. Thank _____ .



Answer this question in five different ways

How is it going?

A vertical sheet of lined paper with a spiral binding on the left side. The paper is white with light blue horizontal lines. There are 10 lines visible. The spiral binding is on the left side, with 10 loops visible.



Connecting with colleagues

Practice talking to a colleague with a classmate.

Use words and phrases from this lesson.



What's your name?

Where are you from?

How is it going?



Making conversation

A: _____

B: _____

A: _____

- Make a dialogue about meeting a new colleague for the first time.
- Use phrases from the lesson.
- Practice with another student.



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

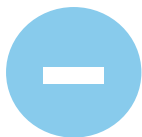
no





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
Bye

Exercise p.9
I'm fine.

Exercise p.10
8. Greeting: B, C – Parting: A, D

Exercise p.11
1. How is it going? – 2. See you later.

Exercise p.19
1. are – 2. doing – 3. yourself – 4. having

Exercise p.20
1. B – 2. D – 3. C – 4. A

Exercise p.28
Bye! / Goodbye!

Exercise p.29
Good – going – yourself – having – the – you – Take





Fill in the gaps

1. Hello. _____ is your name?
2. My _____ is Lukas.
3. How is it _____ ?
4. I'm _____ OK, thanks.
5. _____ are you from?
6. _____ care.

Take
What
going
doing
name
Where



Vocabulary lists

**Check the first five words of the lesson.
Sort them into two lists.
Give your lists a name.**

List 1: _____

List 2: _____



My favourite words

Choose five words or phrases from the lesson
and write them down in your list of *My favourite words*.

My favourite words

Word one

Word two

Word three

...



Make flashcards

Make flashcards out of paper and copy down four words or phrases from this lesson that are hard for you.





Sentences in the third person plural

**Choose five example sentences from this lesson.
Copy them and rewrite them about
a group of people (or using the pronoun *them*).**



Examples:

She is a doctor

→ Hannah and James are doctors.

He speaks English and French

→ They speak English and French.

...



Homework answer key

Exercise p.36

1. What – 2. name – 3. going – 4. doing – 5. Where – 6. Take



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