

INTRODUCTIONS

Warm up questions

1. Do you often meet people in your job?
Yes, I do often meet people in my job
2. What phrases do you know that are useful in this situation in English?
Nice to meet you
I hope you are doing well
Where are you from
What do you do for work?

Making introductions

1. Put the following sentences in the correct order.
 - a. you / pleased / very / to / I'm / meet
I'm very pleased to meet you.
 - b. working / long / you / been / have / how / for
How long have you been working for?
 - c. meet / I'd / to / like / you
I'd like to meet you.
 - d. introduce / I / myself / can / name / is / my
I can introduce myself; my name is.
 - e. first / this / to / your / trip / is
Is this your first trip?
 - f. say / just / I / want / I'm / to / Hello
I just want to say hello.
 - g. the / in / I / industry
I work in the industry.
 - h. interesting / how / oh!
Oh! How interesting!
 - i. with / mainly / work / I
I mainly work with.
 - j. introduce / to / like / I'd / to / you
I'd like to introduce you to.

2. Write the phrases from the previous activity in the correct section of the following table

| Introducing yourself | Introducing someone else | Talking about your job |
|-----------------------------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------|
| I'm very pleased to meet you. I'd like to meet you. I can introduce myself; my name is. | I'd like to introduce you to. | I work in the industry. How long have you been working for? I mainly work with. |
| Greeting someone | Making small talk | Showing interest |
| I just want to say hello. | Is this your first trip? | Oh! How interesting! How long have you been working for? |

3. Read the following conversation. Write phrases from the table in the correct place in the gaps in the conversation

Petra: Hi Cecelia, how are you?
 Cecelia: Hi Petra, I was hoping I would see you. How are you?
 Petra: I'm great, thanks. I'd like to meet you, Juan.
 Cecelia: Hello, Juan. I'd like to introduce you to.
 Juan: I'm very pleased to meet you too.
 Petra: Juan is one of our customers from Spain.
 Cecelia: Oh, that's great. Is this your first trip Edinburgh?
 Juan: I've been to Scotland before, but last time I was in Glasgow. It's very beautiful here. How long have you been working for this company?
 Cecelia: Around seven years now. I work in the industry Petra, but I do a lot of work in the marketing department too.
 Juan: How interesting! You must be very busy!
 Cecelia: Yes, but I really enjoy it.
 Mark: Sorry to interrupt. I'm Mark. I will be with Juan tomorrow when we go to the factory.
 Juan: I'm very pleased to meet you.

****In pairs or groups of three create your own dialogue taking the previous one as an example. You can also include some of the following useful language.**

Useful language

- As you know, ...
- He / She is the new ...
- He / She will be working as a ...
- His / Her previous job / position was ...
- He / She used to work ...
- He / She will be responsible for ...

- He / She will be in charge of ...
- We're looking forward to working with him / her.
- We wish him / her much success in the company.
- We're pleased to have him / her join the company.

Create the dialogue using the computer. When you finish, upload it to the task "Dialogue 1" of our virtual class. Write the name of all the components of the group as the file name. Upload it in pdf format.