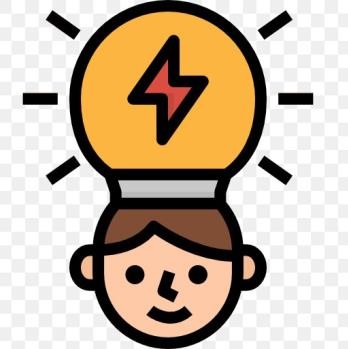
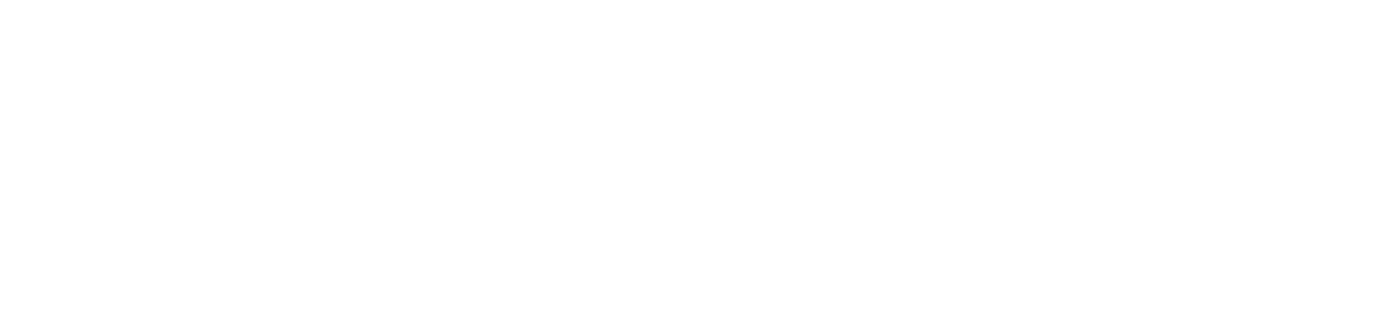
**Unit 1: Networking at Workplace**

By the end of this unit, you will be able to:

* start a conversation using the right expression
  + Introducing yourself
  + Introducing others (someone to someone else) ◊ make a small talk
* get down to business 
  + Talking about your job
  + Talking about your responsibilities
  + Talking about your company

Activity 1 – **Two Trues One Lie**: *a. Write* ***two trues*** *and* ***one lie*** *about your background.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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**Self**

**-**

**introduction expressions**

◊

Hello, my name is… I’m with IT services.

◊

Good morning, may I introduce myself? My name is… and I’m from the IT

department.

◊

Hello, I don’t think we’ve met before. I’m… I’m responsible for IT support.

◊

Hi there, my name is Davorn, but everyone calls me Vorn. I’m with IT

services.

*b.*

*Find y*

*our own pair and take turn to guess the two trues*

*and one lie about your partner’s background. If you still*

*have time, form another pair and do the same.*

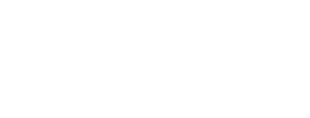


Activity 2 – **Self Introduction**: *Imagine it’s your first day at work. Work in groups of three and take turn to introduce yourself using one of the expressions above.*

Activity 3: *a. Listen to the conversation and fill in the gaps with the words from the box below.*



Sarah **:** Hello, what’s your name?



David **:** My name is David. What is (1) …your name.?

Sarah **:** I’m Sarah, (2) sara to meet you, David.

David **:** (3) Nice to meet you too, Sarah. Where are you from?

Sarah **:** I’m from Austin.

David **:** That is (4) …………………… I really like Austin. I’m from Los Angeles.

Sarah **:** Have you met my friend, Alex, over there? He is also from Los Angeles.

David **:** Yes, I have. We talked (5) …………………. earlier.

Sarah **:** I have to get going now. It was a pleasure meeting you, David. David **:** Of course. (6) see you later!

*b. Role-play: Choose your own partner and practice dialogue with your partner.*

Activity 4 – **Drawing**: *Draw a picture of someone you know well. Work in pair and take turn to introduce him or her to your partner.*

|  |  |
| --- | --- |
|  | *List down important information about the person you draw!*  ………………………………………………  ………………………………………………  ………………………………………………  ………………………………………………  ………………………………………………  ………………………………………………  ………………………………………………  ………………………………………………  ……………………………………………… |

|  |  |  |  |
| --- | --- | --- | --- |
| happy | catch up | introduce | pleased |
| joining | welcome | showing | pleasure |

Activity 5: *a. Use the words from the box to fill in the gaps in the following conversation.*



Mrs. Au **:** Margaret, let me (1) …………………. you to Michael Hill, from our Australian branch. Michael’s the operations executive in Canberra. He’s (2) ………………….

us here on a staff exchange program for a month.

Margaret **:** Hello, Michael. I’m so (3) …………………. to meet you

Michael **:** Hi Margaret, I’m (4) …………………. to meet you, too. You’ve a nice set up here.

Margaret **:** Yes, it’s a great place to work in. How’s your first day going?

Michael **:** Wonderful. It’s been really interesting

Mrs. Au **:** I was just (5) …………………. Michael around. Can I leave it to him to show him the ropes?

Margaret **:** Oh, yes, of course. It’s my (6) ………………….

Michael **:** Thank you so much, Mrs. Au.

Mrs. Au **:** You’re (7) …………………., Michael. I’ll (8) …………………. with you later.

*b. Work in group of three or five and discuss the following questions.*

*c*

*.*

*Work in group of three and practice the conversation above.*

Activity

6

:

*a. Listen to the conversation and fill in the gaps with the words from the box below.*

1.

What do you think can happen if the visitors at a workplace are not introduced properly?

2.

Do you feel that it is necessary to mention the positions of

the people you introduce?



|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| part |  | kind |  | introduce |  | having |  | pleasure |

|  |  |
| --- | --- |
| Lady **:** | I would like to (1) …………………… you to our manager. Mr. Andy, this is Mr. Tony. He is our new business client. |
| Andy **:** | It’s (2) …………………… to meet you, Mr. Tony |
| Tony **:** | It’s pleasure to meet you, too, Mr. Andy. |
| Lady **:** | He is from Padang. Like you, Sir. |
| Andy **:** | Really? |
| Tony **:** | Yes, Sir. |
| Andy **:** | It’s very good. Which (3) …………………… of Padang are you from? |

Tony **:** I am from the west of Padang.

Andy **:** Oh, same with me. It’s interesting. Do you like Padang food.

Tony **:** Of course, Sir. That’s my favorite food.

Andy **:** What about (4) …………………… lunch in Padang Restaurant with me, Mr. Tony? Tony **:** That’s very (5) …………………… of you.

*b. Work pair and discuss the following questions.*

Activity

7

–

**Knock… Knock…**

:

*Work in pair.*

a.

Ask each other to get information about your partner’s background.

**Your partner’s information:**

…………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………

**Phrases commonly used when introducing**

**someone:**

◊

Hi everyone, meet… She is my personal assistant.

◊

Can I introduce you to …? He is our new Training

Manager.

◊

I’d like to

introduce you to…, our new web designer.



*1.*

*Why do you think Mr. Andy invite Mr. Tony*

*to lunch?*

*2.*

*If you were Mr. Tony, would you accept the invitation? Why?*



1. Work in group of 4 (two pairs from ‘a’) and take turn to introduce your partner in ‘a’ to the others.
2. Go to staff’s office with your pair and take turn to introduce your partner to the staff.

Activity 8 – **Meeting Strangers**: *Work in group of three and discuss the following questions.*

**Back to your very first**

1. Who did you first talk to when **day at PNC!** 2. What topics did you talk about?

you arrive PNC?

3. How were the conversations going?



**Small talk ice**

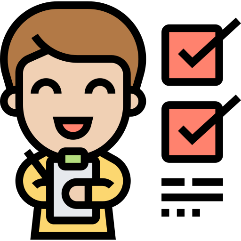
**breakers**

*When you are at a loss for words during the conversation, you can resort with “ice breakers”.*

o How was your journey? o How was your weekend? o Is this your first visit to…? o Where are you staying? o How has your visit been so far? o Do you need any help or information? o Tell me more about your country or hometown.

Activity 9: *Assess yourself.*

What do you find difficult or enjoyable when talking to… o someone you meet for the first time at your workplace? o a superior or head of department? o people from different countries or provinces?



o a large group of people?

…………………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………….

 Activity 10 - **Best or Worst**: *a. Discuss with your partner about the following topics whether they are* ***best*** *or* ***worst*** *for small talk. Draw for best topic and for worst topic*.

*Weather* \_\_\_\_\_\_\_\_\_\_

 *Sports* \_\_\_\_\_\_\_\_\_\_

*Finance* \_\_\_\_\_\_\_\_\_\_

*Arts and entertainment* \_\_\_\_\_\_\_\_\_\_

*Politics and religions* \_\_\_\_\_\_\_\_\_\_

*Sex* \_\_\_\_\_\_\_\_\_\_

*Death* \_\_\_\_\_\_\_\_\_\_

*Appearance* \_\_\_\_\_\_\_\_\_\_

*Food* \_\_\_\_\_\_\_\_\_\_

*Travel* \_\_\_\_\_\_\_\_\_\_

*Offensive jokes* \_\_\_\_\_\_\_\_\_\_

*Hobbies* \_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| *Past relationship* | \_\_\_\_\_\_\_\_\_\_ |
| *Health* | \_\_\_\_\_\_\_\_\_\_ |

*b. Discuss the following question in group of five.*

|  |
| --- |
| Would your choice of topics be different if your partner was … o a different gender? o older than you? o more senior than you in the organizational hierarchy? |



Activity 11: *a. Listen to the conversation and fill in the gaps.*



Tony **:** Hey Joey! Do you (1) …………………… if I take a seat?

Joey **:** Hey Tony, of course not. Long time no (2) ……………………. How are you?

Tony **:** I’m great, thanks. Yes, it has been a (3) …………………… time.

Joey **:** Where are you going?

Tony **:** I’m on my (4) …………………… home. How about you?

Joey **:** I’m going to the (5) …………………… to buy some food for tomorrow. I’m going to the beach with friends.

Tony **:** Sounds fun. Do you know how the (6) …………………… will be tomorrow?

Joey **:** Yes! It will be hot and (7) …………………….

Tony **:** Perfect! Do you know what the weather (8) …………………… will be for this week?

Joey **:** Tomorrow will be nice, but it will (9) …………………… on Monday.

|  |  |
| --- | --- |
| Tony **:** | Oh, that’s too bad. Actually, I will go to New York City on Monday for business. |
| Joey **:** | You are unlucky. The weather will be (10) …………………… here next week. It will rain every day. How long will you stay in New York? |
| Tony **:** | I’ll stay for five days. |
| Joey **:** | Sounds nice. I’m, actually, from New York. My family lives in New York. |
| Tony **:** | You’re kidding? That’s great! |



*b. In pair, discuss the following questions.*

* 1. What is the topic Tony and Joey are talking about?
  2. Do you find the conversation interesting? Why?

Activity 12: *Choose one best topic you like the most from* ***Activity 10*** *and make a small talk to the staff at any available and convenient time (break time, lunch break, after 5.00pm).*

***Due date: in one week!***

Activity 13: *Complete the gaps with the groups of sentences below (just write a, b, c, d, or e).*

1. Absolutely, they’re all really easy to talk to and are willing to help me. There’s a nice atmosphere in the office because we all get along so well.
2. We start off the day with a team meeting. Then I have one-on-one with everyone. After work, I sometimes go to a bar for a drink to relax with some of my co-workers. It’s a great job.
3. Yes, it’s great. I’m responsible for making the sales goals every month for our new products. I have to work hard to meet my deadline, but it’s really interesting work. I love the challenge.
4. They offered me a great package. The salary is good, and they also offered some nice benefits such as two weeks of paid vacation and a company’s car.
5. I’ve been working there for six months?

Man **:** Hi Jane. I heard that you’ve started a new job.

Jane **:** That’s right.

Man **:** What are you doing now?

Jane **:** I’m working as a salesperson for a major cosmetics brand.

Man **:** Well, that sounds very different to your old job. Are you enjoying it so far?

Jane **:** **(1) …**

Man **:** How about your colleagues? Are they easy to work with?

Jane **:** **(2) …**

Man **:** So how long have you been working there now?

Jane **:** **(3) …**

Man **:** Why did you choose that company?

Jane **:** **(4) …**

Man **:** What do you do on a normal day?

Jane **:** **(5) …**

Activity 14: *Listen to the conversation and answer the following questions.*

1. What does Jim do for a living?

 …………………………………………………………………………………………………………….



1. What does Jim buy Tony?

…………………………………………………………………………………………………………….

1. Who does he work for?

…………………………………………………………………………………………………………….

1. Does Tony know the company that Jim works for?

…………………………………………………………………………………………………………….

1. Where is Jim’s office?

…………………………………………………………………………………………………………….

1. What does Tony do?

…………………………………………………………………………………………………………….

1. Where is Tony’s office?

…………………………………………………………………………………………………………….

1. How does Tony get to work?

…………………………………………………………………………………………………………….

Activity 15 - **What do they do?**

1. *Imagine that you were now an IT staff in your dream company. Work in pair and take turn to ask and describe your company, your role, and etc.*

…………………………………………………………………………………………………………………………………………………………………….



…………………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………….

1. *Go to PNC’s staff office and make a conversation with the her/him to find out what she/he is doing (key responsibilities).*