

Unit 1

Let's get started

Meet people for the first time

Talk about what you do

Open a meeting



What do you think?

Whole group
5 minutes

Meeting people

How do you get to know who the other people are at a meeting?
Do you do any of these things?

- Introduce yourself informally before the meeting.
- Wait for the chairperson to formally introduce you.
- Exchange business cards.
- Introduce yourself during the coffee break.
- Wear name badges.

How do you introduce yourself in your language? What information do you usually give about your job and company when you meet someone for the first time?



Good business practice, page 76

What do you say? 1

5 minutes

Introducing yourself and others

At the start of a meeting you may need to introduce yourself to other people, or the chairperson may introduce you. Match the phrases with the functions (1–6). Some functions match with more than one phrase.

What's your job? I'm an accountant. Pleased to meet you. This is ...
What's your name? What do you do? Nice to meet you. I'm Robert.

- | | | | |
|---|--------------------------|---|------------------------------|
| 1 | introduce yourself | 4 | respond to an introduction |
| 2 | ask someone's name | 5 | ask about someone's job |
| 3 | introduce another person | 6 | tell people what your job is |

CD 1,2  **Listening 1**
10 minutes

Listen and complete the two conversations.

Conversation 1 Introduce yourself

Lukas: Hi, ¹ _____ Lukas.
 Shula: ² _____ to meet you,
 Lucas. I'm Shula.
 Lukas: ³ _____ to meet you,
 Shula. What's your
⁴ _____ ?
 Shula: I'm an engineer. What do
 you ⁵ _____ , Lukas?
 Lukas: I'm a student.

Conversation 2 Introduce others

James: Hadi, this ¹ _____ Lu.
 Lu's ² _____ accountant.
 Lu, ³ _____ is Hadi.
 Hadi's ⁴ _____ designer.
 Hadi: Pleased to ⁵ _____ you,
 Lu.
 Lu: Nice to meet you, Hadi.

Task 1

Objective: Meet people for the first time

Whole group
5 minutes

Step 1 Introduce yourself

Walk around the class. Introduce yourself, and say what you do. Speak to as many people as you can in five minutes. Use real information about you and expressions from Listening 1, Conversation 1.

Groups of 3
5 minutes

Step 2 Introduce others

Take turns to introduce each other within your group. Use expressions from Listening 1, Conversation 2. Change groups and introduce each other again.

Analysis
5 minutes

How many people did you introduce yourself to?
 What information did you use to introduce people to each other?
 Did you respond politely to introductions?

Culture at work

Exchanging business cards

When you meet someone for the first time you often exchange business cards. It is a good idea to have one side of your card translated into the language of the country that you are visiting. Look at the different styles of exchanging business cards. How do you give and receive business cards in your culture? Complete your culture profile on page 82.



Formal	Informal
Some cultures treat business cards formally and with great respect.	Some cultures see business cards simply as a way to exchange important personal details (name, company, contact numbers).
The information on the card can include the title of the person and their qualifications.	The cards can be read quickly and then put in a pocket.
In some cultures the person receives the card in both hands and reads the information carefully.	It is OK to write additional information on the card.
It is not polite to write on a card unless the person giving the card says that it is OK.	

What do you say? 2
5 minutes

Asking about someone's job

Match each question 1–3 with two responses a–f.

- | | | | |
|---|---------------------------------------|---|--|
| 1 | What do you do? | a | I'm with Amtel; it's a multinational company. |
| 2 | What exactly do you do in your job? | b | I'm an account executive. |
| 3 | What kind of company do you work for? | c | I work in the retail business. |
| | | d | I'm responsible for planning the company's financial strategy. |
| | | e | We manufacture sports equipment. |
| | | f | I sell electrical products to wholesalers. |



Grammar reference: Present simple and continuous, page 83

Task 2

Pairs

5 minutes

Objective: Talk about what you do

Step 1 Ask and answer questions

Take turns to ask and answer the questions in What do you say? 2. Use real information about you or make up information.

5 minutes

Step 2 Introduce yourself

You are waiting for a meeting to start. Introduce yourself to your partner. Look at the information on your role card and talk about your job, company and job activities.

Student A use the following information.

Name: use your real name
Job title: Production Manager
Job description: you coordinate projects in the factory
Company name: WNG Plastics
Company description: manufactures bottles

Student B turn to page 97.

Analysis
5 minutes

Did you ask questions about your partner's job and company?
Can you describe your own job, using the same type of information as Step 2?

CD 3 Listening 2
10 minutes

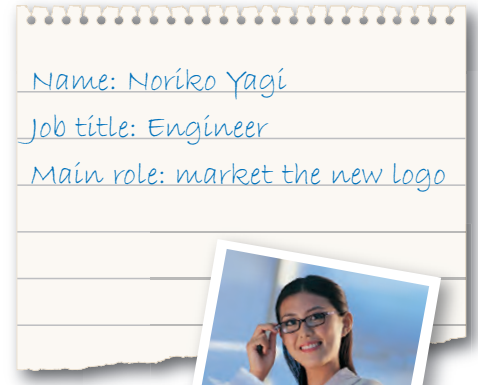
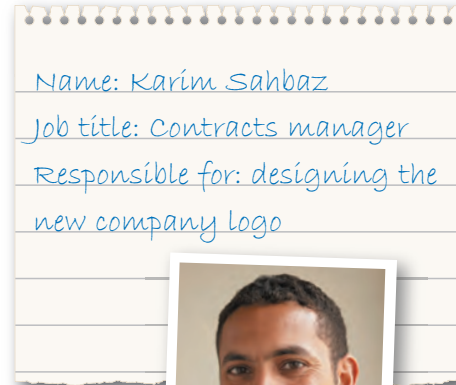
Part 1

Natalya Sadova is the new CEO of the Energy First group. She has a meeting to introduce new members of the team to the heads of department. Natalya starts the meeting by welcoming everyone and telling them what the meeting is about. Listen and number the phrases below in the order that Natalya says them.

- a We're here to discuss the new company logo.
- b Welcome to our meeting today.
- c Let me start by introducing two new members of the team ...
- d Hello, everyone.



Natalya introduces two new members of the team and gives information about their job and company. Listen and correct the following information. There are two mistakes in the notes about each person.



Task 3

Objective: Open a meeting

Individually
5 minutes

Step 1 Preparation

Prepare to open a meeting. You are going to:

- welcome everyone.
- say what the meeting is about.
- introduce the two new team members and say what they do.

Look at your notes and use Listening 2 to help you.

Meeting 1, Student A turn to page 95.

Meeting 2, Student B turn to page 99.

Meeting 3, Student C turn to page 102.

Groups of 3
10 minutes

Step 2 Open a meeting

Take turns to open your meeting (each person in the group is opening a *different* meeting). Listen to your partners' introductions and note the subjects of the meetings.

Analysis
5 minutes

Did each person welcome everyone to the meeting?

Was the subject of the meeting clear?

Did each person introduce somebody at the meeting?

Self-assessment

Think about your performance on the tasks. Were you able to:

- | | | |
|-----------------------------------|------------------------------|---|
| - meet people for the first time? | <input type="checkbox"/> yes | <input type="checkbox"/> need more practice |
| - talk about what you do? | <input type="checkbox"/> yes | <input type="checkbox"/> need more practice |
| - open a meeting? | <input type="checkbox"/> yes | <input type="checkbox"/> need more practice |