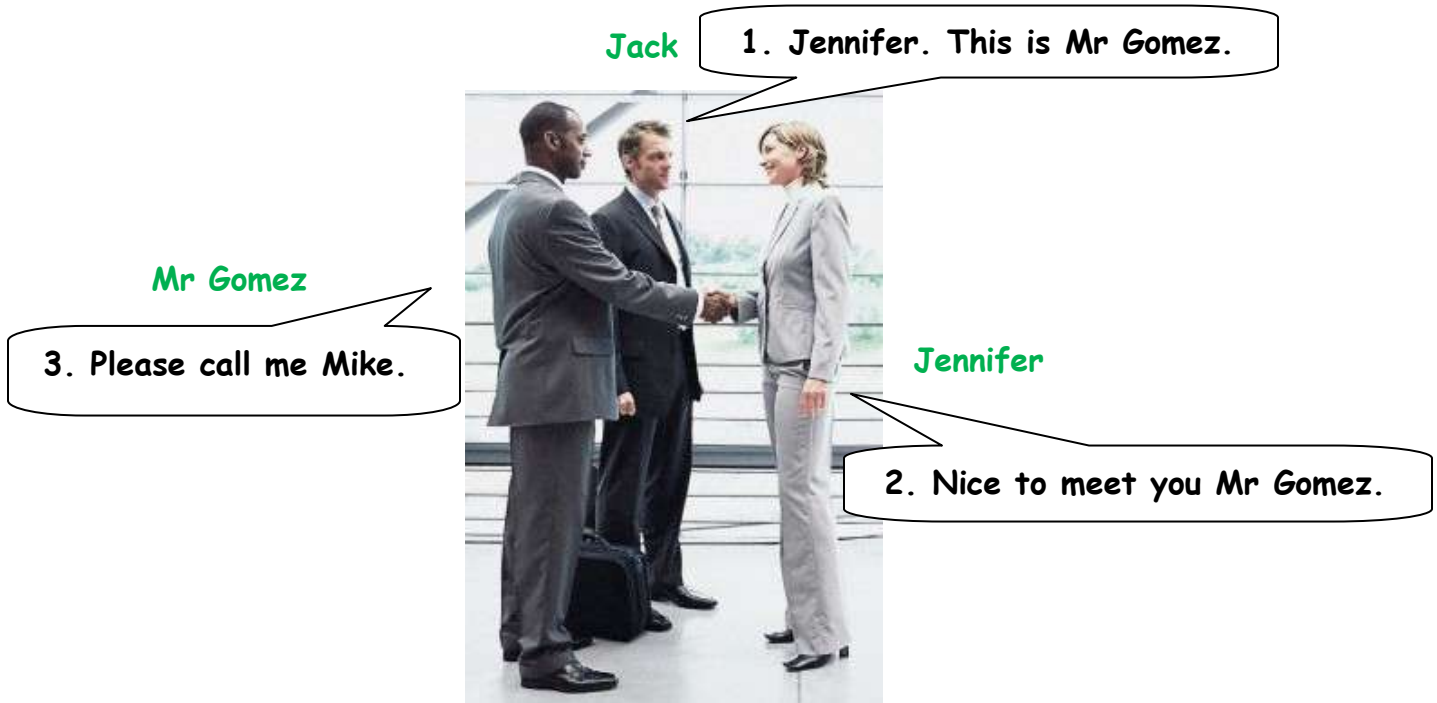


MEETING PEOPLE (1)

Introducing a colleague (02)

IN CONTEXT 3-5 min



Jack is

1. meeting Jennifer for the first time
2. greeting colleagues
3. introducing Mr Gomez to Jennifer

INTRODUCING A COLLEAGUE 8-10 min

After you introduce yourself, you often will introduce your colleague to an associate or a person you are talking with.

Jennifer and Jack are colleagues at Hutch Industries. Jack introduces Mr. Gomez to Jennifer.

Jennifer: Hello Jack.

Jack: Hi! Jennifer, this is Mr. Gomez. He works at SPR Computing.

Jennifer: Nice to meet you, Mr. Gomez.

Mr. Gomez: Please, call me Mike.

Jack: Mike, this is Jennifer Smith.

Introducing a colleague

To introduce a co-worker or an associate, use "this is" followed by the last name or full name (first name and last name).

This is + *last name*

Examples:

This is Mr. Trish.

This is Miss Matter.

This is + *full name*

Examples:

This is Mr Mike Trish.

This is Miss Connie Matter.

If the person is at a distance, use "that is" followed by the full name or last name.

Examples:

That is Mr. Colleen.

That is Mrs. Joan Klint.

Tell a business partner workplace

To indicate the place where a person works use

He works at + *company name*,
She works at + *company name*,

Examples

He works at Promotion Kelly Agency.

She works at Printing Premier.

He works at Computer Technologies.

Telling colleagues to use your first name

To indicate to your colleagues to call you by your first name, use the phrase

Please call me + *first name*

Examples:

Please call me Ana.

Please call me Monica.

READING 5 - 8 min

Read the dialogue and choose "T" for True or "F" for False. If false, correct the information:

Jennifer and Jack are colleagues at Hutch Industries. Jack introduces Mr. Gomez to Jennifer.

Jennifer: Hello Jack.

Jack: Hi! Jennifer, this is Mr. Gomez. He works at SPR Computing.

Jennifer: Nice to meet you, Mr. Gomez.

Mr. Gomez: Please, call me Mike.

Jack: Mike, this is Jennifer Smith.

1. T - F Jack greets Jennifer.
2. T - F Jennifer introduces Mr. Gomez to Jack.
3. T - F Jennifer is Mike's colleague.
4. T - F Mr. Gomez's first name is Mike.
5. T - F Jack and Jennifer are from Hutch Industries.
6. T - F Mr. Gomez works at Hutch Industries.

SPEAKING 5 - 8 min

Read the conversation with your teacher. You are Jennifer and your teacher is Jack and Mr. Gomez.

Read the conversation again. You are Jack and Mr. Gomez and your teacher is Jennifer.

Jennifer: Hello Jack.

Jack: Hi! Jennifer, this is Mr. Gomez. He works at SPR Computing.

Jennifer: Nice to meet you, Mr. Gomez.

Mr. Gomez: Please, call me Mike.

Jack: Mike, this is Jennifer Smith.

Look at the information and simulate the conversation with your teacher:
3-5 min

You are in your office talking with your new colleague. Your boss comes in. Complete the information and simulate the conversation.

| | Name | Company |
|-------------|--------------|---------|
| You | A..... | B..... |
| Your client | Helen Parker | C..... |
| Your boss | D..... | B..... |

You: _____

Your boss: _____

Helen Parker: Nice to meet you.

You: Helen, this _____ . _____ my boss.

WRITING 8-10 min

**You are introducing Patricia to your colleague.
Reorder the words and read aloud your sentences:**

is / Patricia Hernandez. / This / Financial Help Inc. / works / She / at.

You are Susan. Read the dialogue aloud and complete it.

John Parker and Susan Adams work at a restaurant. Susan introduces Matt, to John.

John: Hi Susan.

Susan: _____ John. Matt, Matt?

Matt: Yes Mrs. Adams?

Susan: Please _____ Susan. Matt, _____ John Parker.

Matt: Nice to meet you.

Susan: John, _____ Matt. _____ at Fresh Market.

John: Nice to meet you too.

LISTENING 3 -5 min

Listen to your teacher and complete the information:

| | Last name | Workplace |
|-------|-----------|-----------|
| Sam | | |
| Alice | | |

Listen again, what phrase is used to announce that a colleague is introduced to you?

.....

VIDEO 10-15 min

This video is about meeting new people at the office.

The objective of the exercise is to listen and understand what is happening during the conversation.

1. Watch the video and answer the questions

<http://www.youtube.com/watch?v=EoZOF1t5UGw&feature=related>

Select the correct answer

1. Who is going on the office tour?

- a. Ana b. Joe c. Jane d. Mary

2. Where are they going?

- a. to the marketing department
b. to the boss office
c. to the purchasing department

3. The employee introduces _____ to the new secretary.

- a. Joe
b. Joe and Mary
c. Mary

2. Watch the video again.

Listen to each segment and reorder the words to make the sentences.

1. Listen to 0.33 to 0.35

on/ all work / people / marketing. / These _____

2. Listen to 0.39 to 0.41

to / you. / Hello / meet / Joe. / Nice _____

3. Listen to 0.41 to 0.43

new / Meet Jane. / is / secretary. / This / David's _____

4. Listen to 0.51 to 0.54

and / Mary. / this / Oh, / is / _____

QUIZ 10-15 min

What phrases can be used to introduce someone?

- a. Nice to meet you
- b. Please call me Debora.
- c. Let me introduce you to...
- d. This is my work.
- e. She is a clerk.
- f. You are Mr. Johns, the accountant.

Complete the phrases:

- 1. Nice to meet
- 2. She works
- 3. Ken, this is
- 4. Mary, this is
- 5. Please,
- a. Mr. Allred.
- b. Mary Brook.
- c. call me Ken.
- d. at Civil Industry.
- e. you, Mr. Allred.

Reorder the phrases from exercise 2 in the dialogue below.

- A: Hi.
- B: Hello.
- A:
- B:
- C:
- A:

Fill in the information with the name of the person from the dialog:

- Person A is
- Person B is
- Person C is