

1 Warm-up

Introduce yourself to the person next to you.

Student A: Hi, I'm ...

Student B: Nice to meet you.

Student A: Nice to meet you, too.

2 Welcome to our company!

Complete the conversation.

Nice to meet you, too.

this is

What's your name?

Where are you from?

Who are you with?

Mark: Hello, My name is Mark Schultz. _____¹

James: I'm James Percy, from Microsoft.

Mark: Nice to meet you James. And welcome to our company!

James: Thank you.

Mark: _____²

James: I'm from the United States. And you?

Mark: I'm from Berlin. _____³

James: I'm with my boss, Mr Gray. He isn't here at the moment. He's in the conference room.

Mark: James, _____⁴ Maria. She is our marketing manager.

James: Nice to meet you, Maria.

Maria: _____⁵

Match the questions with the answers:

- | | |
|-------------------------------|--|
| 1. How do you do? | a. Pleased to meet you. |
| 2. Are you here on business? | b. Yes, I am. / No, I'm not. I'm Mr Sanders. |
| 3. Excuse me, are you Mr Fox? | c. Yes, I am. / No, I'm on holiday. |

3 Verb 'be'

Complete the table and the conversation below.

affirmative forms	negative forms	questions
I am (I'm) You are (____ ²) He/she/it is (____ ³)	I am not (I'm not) You are not (You aren't) He/she/it is not (____ ⁴)	Am I? ____ ⁵ ? Is he/she/it?

Short answers
Yes, I am. / No, ____⁶.
Yes, you are. / No, ____⁷.
Yes, he is. / No, he isn't.

A: Excuse me, _____ Mr Fox?

B: No, _____. I'm [name] from [company].

A: I'm [name] from [company]. How do you do?

B: Pleased to meet you.

A: Welcome to our company!

B: Thank you.

A: Where _____ from?

B: _____ from [country or city]. And you?

A: _____ from [country or city]. Who _____ here with?

B: I'm with my boss. He _____ here at the moment. He's in the conference room.

B: [name], this _____ [name]. [name] is our [job title].

A: Nice to meet you, [name].

C: Nice to meet you, too.

Practise the conversation. Use your real names, positions and countries or cities.