

Business communication | Introducing yourself and others

1 04▶ Gianluca Donatelli is at a conference. Listen to him introducing himself to Jana Frkova. Make notes about

- 1 Jana's nationality
- 2 her job
- 3 why she's at the conference.

2 05▶ Complete what Gianluca says. Listen and check your answers.

- 1 Excuse me. _____ this seat free?
- 2 Thanks very much. Can I _____ myself? I'm Gianluca Donatelli.
- 3 Nice to meet you _____, Jana. Where are you _____?
- 4 And _____ do you work for?
- 5 Oh really? And what do you _____?
- 6 So _____ are you at this conference?
- 7 That's interesting. A friend of mine works for an Italian service provider. Can I introduce _____ to _____?
- 8 Roberto. Can you come here for a minute? This is ... Sorry, what's your name _____?
- 9 Roberto. _____ is Jana. She's writing an article on Internet service providers.

3 05▶ Listen to Gianluca again. He asks Jana eight questions. Match Jana's responses to each question. Then work with a partner and practise the dialogue.

- 1 c a I am a journalist.
- 2 ____ b Jana. Jana Frkova.
- 3 ____ c Yes, it is.
- 4 ____ d Nice to meet you. I am Jana Frkova.
- 5 ____ e I'm here to research an article on Internet service providers.
- 6 ____ f I am self-employed.
- 7 ____ g Yes, of course. That would be nice.
- 8 ____ h I'm from the Czech Republic.

4 Why don't we learn much about Gianluca in the conversation in **1**?

5 06▶ Listen to two extracts from a different version of the conversation.

- 1 What do we learn about Gianluca this time?
- 2 Underline the stressed words in Jana's questions.
 - 1 What about you? What do you do?
 - 2 What about you? What are you here for?

» For more exercises, go to **Practice file 1** on page 102.

6 Work with a partner. Have short conversations. Talk and ask about these things.

Example: A Where are you from?

B I'm from Spain. What about you? Where are you from?

A I'm from Japan.

- name
- country
- company
- job
- reason for being here

7 Work in groups. You are at a party at a conference. Introduce yourself and find out about another person. Then introduce this person to other people in the group.