Kalaidarous

Name:

Section:

Academic number:

English 103

T6: Meeting people for the first time

Translate the following vocabulary to Arabic:

No.	Word	Translation	No.	Word	Translation
1	First impression		6	Interrupt	
2	Trust		7	Genuine	
3	Punctual		8	Self-confidence	
4	Wardrobe		9	Attentive	
5	Appropriately		10	Humble	

Match words to their definitions:

1. The idea that someone gets about you the first time they meet you (your appearance, your personality etc.) .....

a. first impression b. interview c. meeting

1. Someone who doesn't think he's better than someone else is.....

a. humble b. arrogant c. superior

2. Someone who listens to others with care is.....

a. careful b. attentive c. rude

3. Something that is real and not fake is.....

a. truth b. true c. genuine

4. Someone who is on time for meetings and everyday events is.....

a. punctual b. late c. accurate

5. When you believe in someone and can give them your valuable things or information, you have _____ in them?

a. care b. trust c. honest

6. When you cut someone off while they're talking, you _____ them.

a. stop b. interrupt c. listen to

7. When you believe in yourself, your power and your abilities, you have_____ .

a. self-confidence b. beliefs c. strengths

8. Doing something in a suitable way, is doing it _____ .

a. appropriately b. fitting c. well

9. The collection of clothes that your own or wear is your _____ .

a. closet b. outfits c. wardrobe

Choose the correct part of speech for the vocabulary.

1. wardrobe: .....
2. self-confidence : .....
3. punctual : .....
4. first impression: .....
5. genuine : .....
6. appropriately : .....
7. interrupt: .....

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8. attentive: .....
9. humble: .....

Choose the correct spelling of the word.

1. a. humble	b. hamble	c. himble
2. a. atentive	b. attentive	c. attintive
3. a. enterrupt.	b. interupt	c. interrupt
4. a. appropriately	b. apropriately	c. upropriately
5. a. jenuine	b. genune	c. genuine
6. a. punktual	b. punctual	c. puncitual
7. a. self-confidence	b. silf-confedence	c. self-confidance
8. a. trast	b. trust	c. troust
9. a. wordrobe	b. wardrobe	c. wardrob

From the words we have practised, write a suitable word to complete these sentences.

Genuine	humble	wardrobe	interrupt	punctual	attentive	trust

1. She always comes to the meeting 10 minutes early to prepare her papers. She's very.....
2. Her choice of _____ is always suitable. She wears the right clothes for the right occasion.
3. I have a lot of _____ in him, I know he can finish his work on time.
4. When you are in a training session, you have to be _____ so you can learn as much as possible.
5. He is always _____ when he says nice things. He doesn't lie and shows his real emotions.
6. Please don't _____ me when I'm speaking, wait till I finish!
7. Although Lamia is very rich, she's very _____ . She doesn't always talk about her money and her possessions.

Read then answer the questions:

First impressions are very important because they shape your image for the rest of your relationship with the person you're meeting. This is especially important at work when you'll need to build lasting trust with your colleagues and managers. There are five points that everyone would agree are essential to leaving a good impression. Do you already know about any of these?

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First of all, you must be punctual, try to always be on time, if not early. Nothing is more disrespectful than showing up late to a meeting, this sends the message that you think your time is more valuable than the person you're meeting.
Second of all, dress appropriately. You might think it's silly to be judged based on your choice of wardrobe, but the requirement here is not to be fashionable but to be fitting. Are you meeting someone at the office? at a dinner? or through a friend for an arranged job over a friendly cup of coffee? Whatever it is, choose the correct outfit that shows that you are aware of your surroundings.
Third of all, you must pay special attention to our body language. Body language demonstrates a lot about your personality and attitude. Be friendly by keeping on a genuine smile and carry an upright posture that portrays self-confidence.
The fourth key point is to be attentive, listen to the person talking to you. Let them know you are listening by making eye contact, responding and inquiring about what they say. Don't interrupt, but at the same time, don't be dull and idle.
Lastly, remember to present yourself well. Don't "sell yourself short", speak about your interests, your strength and your accomplishments, but you must do so in a humble way without bragging.
It's not impossible to change first impressions, but it's very hard. So take this great opportunity and make a great first impression.

Choose the best answer.

1. The best title for the text is. : .....

a. 5 Tips for Making a Great Impression. b. What are Good Impressions?
c. Good and Bad Impressions.

2. The text specifically mentions the importance of first impressions: .....

a. at work. b. at university. c. in your social life.

3. The text says you shouldn't be late for meetings because: .....

a. you will miss the first of the meeting. b. you will be rude to the person waiting for you.
c. you will have a disorganized day.

4. What kind of clothes do you have to wear to make a good first impression? .....

a. formal clothes. b. casual business clothes.
c. it depends on the situation and the place you are meeting.

5. Keeping a smile on your face is important because: .....

a. it shows that you have a friendly personality. b. it is polite. c. the text doesn't say.

6. Don't sell yourself short means: .....

a. don't describe yourself as a short person. b. don't wear short clothes.
c. don't underestimate yourself and show your real value to others.

7. Why does the writer say you should take the opportunity to make a good first impression? .....

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a. because you can't change it later. b. because it's difficult to change a first impression.
c. because you won't meet that person again.

Read the statements about the reading text. Choose true or false.

1. The text says it's bad to be early to a meeting. .....
2. The text tells you to be fashionable when you meet someone for the first time. .....
3. The text says that you should sit with your back straight when meeting someone to show them self-confidence. .....
4. The text says it's good to keep commenting and interrupting the other person to show them you are listening. .....
5. The text says you shouldn't be humble but should show off all your positives at the first meeting. .....

Grammar script

When we want to say that something is an **obligation or a necessity** we use 'must'.
For example:
You must introduce yourself when you meet a client for the first time.
After must, we only use the verb in infinitive without to.
We can also use 'have to' to say that something is an obligation or necessity, for example:
You have to introduce yourself when you meet a client for the first time.

Choose correct/incorrect for the following sentences.

State whether these sentences have a correct or incorrect meaning.

1. You must have a driver's license to be allowed to drive:
a. correct b. incorrect
2. You must be very rich to have friends. Answer:
a. correct b. incorrect
3. You have to work to get a salary. Answer:
a. correct b. incorrect
4. You have to have internet to send an email. Answer:
a. correct b. incorrect
5. You must work the amount of hours mentioned in a job contract. Answer:
a. correct b. incorrect

Write the sentences correctly using the words and modal verb available.

Remember to use capital letters where necessary and a full stop at the end of each sentence.

1. before May/must/she/pay her rent/
.....

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2. has to/travel/he/to Dubai for work

.....

3. must/you/with people you meet/keep eye contact

.....

4. have to/I/check for flights A.

.....

5. to take the exam/must/you/be over eighteen

.....

Choose the best modal verb. (must/have).

1. The manager said you ..... to come on time. a. must b. have
2. He ..... fill in the form before the interview. a. must b. has
3. You ..... prepare well for the presentation. a. must. b. have
4. She ..... to move to a new office next week. a. must b. has
5. They ..... to organize their time. a. must b. have

Read the statements. Answer true or false.

1. Nadine met Judy's manager from work. .....
2. Razan left a good impression on Nadine. .....
3. The two people met at a gathering at the mall. .....
4. Judy has talked to Razan about this problem already. .....
5. Razan accepted the talk from Judy. .....
6. Judy thinks Razan is this way because she can't recognize people's body language. .....

Choose the best answer.

1. How did Razan act when she met Nadine?: .....

a. In a humble way. b. In an arrogant way. c. She was very calm and quiet.

2. When Nadine told Judy the story, how did she react? .....

a. She agreed about what Nadine told her. b. She was surprised and told her the opposite.
c. She didn't say anything.

3. Judy told Nadine that she would see the other side of Razan, after.....

a. they work together. b. they had spent more time together. c. they fight.

4. The idea Judy has about why Razan acts like that when she meets people is based on.....

a. what psychologists say. b. what her friends say. c. what her doctor says.

5. People at work think Razan is : .....

a. humble b. friendly c. arrogant

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Translate the following words to Arabic:

No.	Word	Translation	No.	Word	Translation
1	Arrogant		4	Recognize	
2	Defensive		5	Social situations	
3	Calm		6	Strangers	

Complete the definitions with the correct word/words.

1. Someone who acts like he/she is better than others is .....

a. humble b. arrogant c. caring

2. When you deny something that someone is saying about you and get very upset you are being? .....

a. defensive b. offensive c. arrogant

3. Someone who is quiet and relaxed is.....

a. attentive b. calm c. loud

4. To know something/someone when you see them is to _____ them.

a. recognize b. agonize c. meet

5. Situations where you have to be around people are known as.....

a. social situations b. public situations c. private situations

6. People you don't know are .....

a. friends b. strangers c. acquaintances

Choose the correct part of speech for the vocabulary.

1. defensive ..... 2. arrogant .....

3. calm ..... 4. stranger .....

5. recognise .....

Choose the correct spelling of the word.

1. a. recognise b. ricognize c. reckognize

2. a. errogant b. arrogant c. arogant

3. a. stranger b. strangar c. stranjer

4. a. calm b. kalm c. colm

5. a. difensive b. deffensive c. defensive

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Complete the sentences by using words from the box:

Calm	strangers	defensive	recognize	arrogant

1. I really don't like her, she acts like she's better than all of us and keeps talking about herself, she's very _____ .
2. You have to stay _____ when someone upsets you; don't get angry and raise your voice.
3. I told her that she made a mistake, but she denied it and got upset. She's always very _____ .
4. Mothers always tell their children not to talk to _____ as it can be dangerous.
5. She has changed so much, I couldn't even _____. That's why I didn't say "hi".

Language focus:

Language used when meeting someone for the first time:
A. Nice to meet you.
B. Hello, my name is...
C. You look familiar, have we met before?
D. I've heard so much about you.
E. I'm very happy to finally meet you.
F. I'd like to introduce myself, I'm...

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