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Working in the IT industry

- introduce yourself and others
- ask and answer personal questions
- talk about scheduled tasks
- use the alphabet and spell out words

Meeting people

Speaking 1 How do you greet people in your country? What do you say when you greet people in English?



Reading 2 Complete these dialogues with the words in the box.

all	is	meet	name's	Nice	this
too	you	Welcome	What's		

- Natasha: Hi, my (1) _____ Natasha.
 Khalid: Pleased to (2) _____ you. I'm Khalid Ali.
 Natasha: Pleased to meet you, (3) _____.
- Philip: Good morning. (4) _____ your name?
 Ahmed: I'm Ahmed. And (5) _____ are?
 Philip: My name's Philip. (6) _____ to meet you.
- Tim: Hi everybody, (7) _____ is Ingrid.
 All: Hi!
 Tim: Ingrid, this (8) _____ Ahmed, Linda, Mohammed and Mansoor.
 Ingrid: Nice meeting you (9) _____.
 Linda: Likewise.
 Tim: (10) _____ to the team and good luck.

Listening 3 Listen and check your answers.

4 Listen again and repeat the dialogues.

Speaking 5 Work in small groups. Practise introductions. Follow the instructions below.

- 1 Introduce yourself.
- 2 Introduce a new team member.