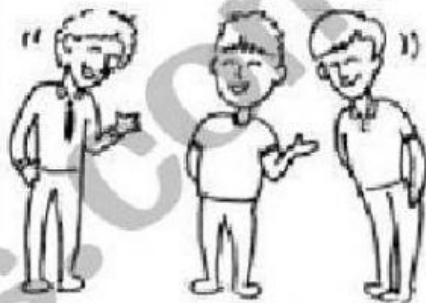


Greetings & introductions



Jack: hello! Ben.

Ben: hi, Jack! How are you?

Jack: I'm fine, Thank you. Let me introduce you to a friend. This is Tom.

Tom: Good afternoon, I'm pleased to meet you.

Ben: Nice to meet you, too. What do you do, Tom?

Tom: I'm a student. What about you?

Ben: I'm a lawyer.

Tom: Terrific... Well I have to go to classes. Bye-bye.

Ben: See you soon.

Study toolbox

Expressions to introduce yourself:

- My name is ...
- I'm...
- Let me introduce myself; I'm ...
- I'd like to introduce myself; I'm ...
- Nice to meet you; I'm ...
- Pleased to meet you; I'm ...

Study toolbox

Here are expressions to introduce others:

- Cesar, please meet Nicolas.
- Cesar, have you met Nicolas?
- I'd like you to meet Ana.
- I'd like to introduce you to Karina.
- Karina, this is Rebecca. Rebecca this is Maria.

What is your name?

Where are you from?

Where do you come from?

What's your address?

What's your occupation? / job?

What do you like? Dislike?

What's your hobby?

Are you married / single / engaged / divorced?

How old are you?

Where were you born?

Where do you live?

What's your telephone number?

Where do you work?

Do you have children?

Are you a widow / a widower?

Personal information

Match the questions with the answers

- | | |
|---------------------------------------|---|
| A. What's your name? | I'm from New York |
| B. Where are you from ? | I'm fine, thanks |
| C. What's your last name/ surname? | I have got a sister |
| D. How are you? | I live in Madrid |
| E. How old are you ? | It's 41 Park Avenue |
| F. Where do you live ? | It's Anna7@hotmail.com |
| G. What's your phone number? | My name's Anna |
| H. What's your address? | I'm a journalist |
| I. What do you do ? | I'm married |
| J. What do you do in your free time ? | It's 657921348 |
| K. What's your e-mail address? | I'm 25 years old |
| L. When's your birthday ? | I like watching Tv |
| M. How many siblings have you got ? | It's on 1 st January |
| N. What's your marital status ? | In a big company |
| O. Where do you work ? | It's Smith |

Read the following dialogue and complete it with the right questions.

Manager: Hello Miss. I am the manager Mr. Jonhson. How may I help you?

Applicant: Hello Mr. Jonhson. My name is Karla. I am here for the job as a secretary.

Manager: Perfect. I just need to ask you some questions. _____ ? (1)

Applicant: My full name is Karla Patricia Andrews Clark.

Manager: Well, Ms Andrews. _____ ? (2)

Applicant: I am Argentinean, but my parents are from England.

Manager: That's interesting. _____ ? (3)

Applicant: I look older, but I'm just twenty.

Manager: That's right. _____ ? (4)

Applicant: My birthday is on June 20

Manager: _____ ? (5)

Applicant: I don't have a cell phone number. But, my house number is 2441- 9867

Manager: _____ ? (6)

Applicant: It's kandrews@gmail.com.

Manager: _____ ? (7)

Applicant: It's 7 0 172 0 932

Manager: Finally, Miss Andrews. _____ ? (8)

Applicant: Right now, I am engaged. I'll marry soon.

Manager: Well, Thank you very much. We'll call you later for the job.

Applicant: Thank you. Have a nice day!

Write a paragraph about yourself using the following information

Name	Tom	hobby	Reading (-) sport (+)
job	Engineer	Marital status	married
age	45	origin	Germany
surname	Williams	family	2 children