

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.

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|------------|--|
| 1 <u>c</u> | 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.

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

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.