

Unit 1

Make the first contact

| Introduce yourself

| Check information

| Introduce yourself at reception



Task 1A
Individually

Objective: Introduce yourself to a partner

Step 1 Preparation

Complete the conversation with your personal information.

A: Hello. I'm _____ [your name]. I'm from _____ [your country].
I'm with _____ [your company].

OR

I'm a student at _____ [your school, college or university].

B: Nice to meet you.

Pairs

Step 2 Practice

Introduce yourself to the person next to you. Use the phrases from the conversation above. Practise again with one or two other people sitting near you.

Building vocabulary

Jobs

1 Which of these jobs do you know? Use a dictionary to help you.

accountant architect engineer finance manager
lawyer sales manager receptionist secretary

2 What other jobs do you know? What is your job title in English?

Task 1B
 Whole class

Objective: Introduce yourself to the class

1 Introduce yourself to the rest of your class. Say your name, nationality, company and job. If you are not in work, choose a company and job that you would like to have.

2 What are the different jobs of the people in your group? What are the different nationalities?

CD 1  **Listening 1**

1 Three people arrive for a company training course. Listen to them introducing themselves. Are they all different nationalities?

2 Listen again. Are these statements true or false? Correct the false statements.

| | |
|---|-----------------------|
| 1 Mr Morris is American. | False – He's British. |
| 2 Ms Davidsson is British. | |
| 3 The German is a sales manager. | |
| 4 The British man is a finance manager. | |
| 5 Two people are sales managers. | |

3 Listen again and write the first name of the British man.



Grammar reference: *to be*, page 83

What do you say? 1
Checking information

1 Match the questions 1–8 with the answers a–h.

| | |
|--|-------------------------|
| 1 Are you British? | a Tony Wilson. |
| 2 Where are you from? | b W-I-L-S-O-N. |
| 3 What company are you with? | c Yes. I'm an engineer. |
| 4 Sorry, what's your company name again? | d It's BP. |
| 5 What's your job? | e I'm an engineer. |
| 6 Can you say that again? | f I'm with BP. |
| 7 What's your name? | g No, I'm not. |
| 8 Sorry, can you spell that? | h I'm from Canada. |

2 Practise the questions and answers with a partner.



Strategies: Introducing yourself, page 76



Task 2
 Pairs

Objective: Check information
1 Find out about your partner. Follow the instructions below.

- Take turns to ask and answer questions (see 1-8 on page 7) to find out the name, company, job and nationality of your partner. Write the information in the table. Ask your partner to spell his/her name and company name. Check the information: ask your partner to say difficult words again.
- Student A turn to page 97.
- Student B write the information in the table below.

2 Change roles and repeat the task.

- Student B turn to page 102.
- Student A write the information in the table below.

| | |
|-------------|--|
| Name | |
| Company | |
| Job | |
| Nationality | |

CD 2  Listening 2
3 A visitor to a company comes to the reception desk and introduces himself. Listen to the conversation and answer the questions.

- 1 Does the visitor want to see Sonia Brown or Julia Brown?
- 2 Where is Mrs Brown at the moment?
- 3 Complete the receptionist's question:
Can you wait about _____ minutes?
- 4 At the end of the conversation, the receptionist gives something to the visitor. Is it:
 - a business card?
 - a visitor's badge?
 - a cup of coffee?



2 Listen again and complete the visitor's book with information about the visitor.

Visitors' book



| Name of visitor | Company | To see | Signature |
|-----------------|------------------|----------------|---------------|
| Carol Springer | Kidds & Co | Chris Maserati | C. Springer |
| A. Mackintosh | Red Plastics plc | Raine Lewis | A. Mackintosh |
| | | | |
| | | | |

What do you say? 2 At reception

Complete the conversation.

Visitor: ¹ _____ morning. My ² _____ Maria Sanchez.
³ _____ here to see Mr Jackson.

Receptionist: Peter Jackson or Alan Jackson?

Visitor: I'm ⁴ _____ sure.

Receptionist: ⁵ _____ his ⁶ _____?

Visitor: Sales manager.

Receptionist: That's Peter Jackson. Just a ⁷ _____. I'll call him.

Hello? Reception here. Maria Sanchez is ⁸ _____ to see Peter Jackson. ⁹ _____ sorry, Ms Sanchez. Mr Jackson ¹⁰ _____ in his office at the moment. ¹¹ _____ in a meeting. ¹² _____ wait about five minutes?

Visitor: Yes, ¹³ _____.

Receptionist: Here is your visitor's ¹⁴ _____. ¹⁵ _____ have a seat.

Visitor: ¹⁶ _____.

Task 3

Pairs

Objective: Introduce yourself at reception

Role-play a conversation between a visitor and a receptionist. Take turns to be the visitor.

- Student A turn to page 97.
- Student B turn to page 100.

Summary

In this unit, you have learnt to:

- introduce yourself
- ask questions to check information
- introduce yourself at reception