

Introducing yourself in a professional setting

Fill in the gap

Emily: _____ afternoon, I don't believe we've had the chance to _____ yet. I'm Emily Johnson, the Office Manager here at ABC Corporation.

New Colleague: Hi Emily, I'm Sarah. Nice _____.

Emily: Likewise, Sarah. I oversee the daily operations of our office and manage our administrative staff. I ensure that our office runs efficiently and that everyone has the resources they need to excel in their roles. If you have any _____ or need assistance with anything related to the office, _____ to reach out to me. I'm here to _____.

New Colleague: Thank you, Emily. It's great to _____ there's someone like you here to keep things running smoothly. I _____ your welcoming attitude.

Emily: You're very _____, Sarah. I'm here to support our team in any way I can. If you ever need anything, don't hesitate to ask. _____ your lunch