Meeting people/Small Talk/Questions

MR D: [1] Excuse me, are you Mr Moretti?
MR M: Yes, [2] _____ .
MR D: My colleague Pierre Leroy asked me to come to the station to pick you up. I thought it [3] _____ .
MR M: Oh, yes, Pierre said that someone would be here to meet me.
MR D: [4] _____ ?
MR M: Oh, the TGV is always very comfortable.
MR D: [5] _____ with your bags?
MR M Thank you. If you could take this one, [6] _____ .
MR D: Of course. We're going to take a taxi to our office. Just [7] _____ please.

TATIANA: Hi, Chiara.
CHIARA: Hi, Tatiana. [8] _____ ?
TATIANA: [9] _____ . And you?
CHIARA: Fine. Did you have a [10] _____ ?
TATIANA: Yes, thanks. I just stayed [11] _____ but it was very relaxing. [12] _____ ?
CHIARA: I took the family to my parents' house in the country.
TATIANA: [13] _____ do your parents live?
CHIARA: Near Lake Como.
TATIANA: Wonderful. And how was it?
CHIARA: It all went very well. We [14] _____ .

What could you say instead of the underlined expression?

Alice: Do you two know each other? George, this is Simon.
George: Nice to meet you, Simon.
Simon: Nice to meet you too.

1. Simon, _____ you met George? George, this is Simon.
2. Simon, I'd _____ you to meet George.

Listen to the dialogues. In which dialogue do the speakers have a formal relationship? In which dialogue do the speakers have an informal relationship?

Complete the dialogues with the expressions below. Listen again to check your answers.

give my regards to	how are you today?	how's it going?	I'll do that
I'll let you go then	I must be on my way	I should be going	I won't keep you
Not too bad	say hello to	see you	very well

Simon: Hi Alice, _____[1]
Alice: _____[2]. How was your weekend?
Alice: Oh, is that the time? _____[3]. I have to do some shopping before the stores close.
Simon: OK, _____[4]. _____[5] George for me.
Alice: Sure. _____[6].

Mr. Caulson: Hello Mrs. Jones, _____[7]
Mrs. Jones: _____[8], thank you. And you?
Mrs. Jones: Well, I have several important meetings today, so _____[9].
Mr. Caulson: Oh well, _____[10] then. _____[11] your husband.
Mrs. Jones: _____[12]. Goodbye.

LIVEWORKSHEETS

work *the journey* *money* *the visitor's country*
family *politics* *interests* *holidays*

2 36▷ **Listen to Dan Ford meeting Jozef Dropinski at the airport. Which topics from 1 do they talk about?**

3 36▷ **Complete the questions from the conversation in 2 with *do*, *did*, or *are*. Then listen and check your answers.**

1 _____ you have a good flight?
2 _____ you often travel abroad on business?
3 _____ you see the Alhambra?
4 What _____ you think of it?
5 _____ you interested in architecture?
6 When _____ you usually take your holiday?

BRes PI

A social conversation with someone you're meeting for the first time is like a game of tennis when you try to keep the ball moving back and forth between players for as long as you can. To do this, we ask several different types of questions.

Read the examples from the dialogue and choose the best answer in 1-11 to complete the information about each type of question.

Yes-no questions

These can be answered with the words *yes* or *no*. The speaker can then add some extra information to their answer.

Example: Do you work with Becca? / Have you ever been there? / Do you enjoy your work?

We **1) can / can't** make yes-no questions with *to be* verbs.

In English, yes/no questions have a **2) falling / rising** intonation.

Question-word questions

These begin with *what*, *when*, *where*, *why*, *who*, *how*, etc.

Example: What do you do for a living?

To make questions like these, remember to use the correct **3) auxiliary / active** verb and word order.

Question-word questions have a **4) falling / rising** intonation.

LIVEWORKSHEETS

34.1 Complete each phrase with a word from the box.

Are	Can	Do	Have	How	Is	What	Where	Who

1 Do you mind if I join you?
2 _____ are you enjoying the conference?
3 _____ this your first time in Cologne?
4 _____ long are you here for?
5 _____ do you do, by the way?
6 _____ are you based?
7 _____ you always worked in the auto industry?
8 _____ I get you a drink?
9 _____ do you recommend?
10 _____ lovely weather!
11 _____ 's business?
12 _____ you been to Hong Kong?

13 _____ you here for the conference?
14 _____ you know many people here?
15 _____ are you from originally?
16 _____ you seen much of the city?
17 _____ do you work for?
18 _____ did you do before?
19 _____ about you? *(two possible answers)*
20 _____ interesting.
21 _____ was it like?
22 _____ happened next?

I Write the questions for the answers below. The key information is in bold.

1 We're leaving **on Friday at 4 pm.**
2 I'm having dinner **with our Japanese partners.**
3 We employ **6,000 staff.**
4 We've known each other **for six years.**
5 I didn't tell you **because it was confidential.**
6 I recommend **the more expensive model.**
7 It cost **$12,000.**
8 We've decided **not to do anything.**

LIVEWORKSHEETS

Echo questions

We use these to respond and show interest in something the other person has said.

Example: I'm a journalist. ... You're a journalist? / I've just returned from a trip to Korea. ... Korea? / I'm not much of a cook myself. ... You aren't?

To form an echo question, you simply repeat a key piece of information that you heard - a positive verb is repeated as **6) positive / negative.**

Echo questions have a **7) falling / rising** intonation.

Read each sentence and respond with a suitable echo question (e.g. "You're from Italy." → "Are you?")

1) It's your first time in our city.
2) You're here for the conference.
3) You met John at the reception.
4) You traveled all the way from Singapore.
5) You've already visited the old town.
6) You speak three languages.
7) You arrived yesterday evening.
8) You're staying at the Grand Hotel.
9) You know our marketing manager.
10) You've heard about our new product line.
11) I've just flown in from Dubai.
12) They had some trouble finding the venue this morning.
13) We'll be giving a short tour after lunch.
14) She's been working with us for over five years.
15) You wouldn't believe how busy the airport was!
16) He didn't tell you about the networking dinner?
17) You could try the local seafood while you're here.
18) I hadn't expected the team to be so welcoming.
19) They're planning to expand into Eastern Europe.
20) You were in charge of last year's event?

LIVEWORKSHEETS

Question tags

We use these to show we are finished speaking and invite the other person to speak.

Example: So, this is a good party, isn't it? / We've been lucky with the weather too, haven't we?

A question tag has **8) the same / a different** subject and tense as the main verb in the sentence. If the main verb is positive, the verb in the question tag is also **9) positive / negative.**

In conversations like these, question tags are not real questions - they invite agreement from the other person. These kind of question tags have a **10) falling / rising** intonation.

3 Add appropriate question tags.

1 You don't know my colleague, Tom?
2 We met last year?
3 You'll phone me when you arrive?
4 You're Jacques Leconte?
5 You weren't on holiday last week?

6. It's nice to meet you, _____?

7. You're enjoying the event, _____?

8. You haven't been here before, _____?

9. We met last year at the trade show, _____?

10. You flew in this morning, _____?

11. You're staying for the weekend, _____?

12. This weather is lovely, _____?

13. The presentation was interesting, _____?

14. You don't mind if I sit here, _____?

15. You'll join us for dinner later, _____?

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Build agreement

In this type of conversation, we also repeat information to build agreement and add emphasis in patterns like these:

Liz: Korea? Wow, that sounds really interesting. ... Noah: Yeah, it was absolutely fascinating.

The second sentence uses **11) exact synonyms / stronger synonyms.**

crowded delicious fascinating freezing massive

1 Big, isn't it? – Yes, _____ .
2 Busy in here, isn't it? – Yes, really _____ .
3 Interesting talk. – Yes, _____ .
4 Cold today, isn't it? – Yes, _____ .
5 Food's nice. – Yes, _____ .

Read each comment. Respond using a stronger adjective from the box to show enthusiastic agreement.

heartwarming packed exhausted incredible delighted brilliant terrified magnificent superb amazing enormous starving thrilled furious

1. "What a friendly team you have!"
   → "Yes, they're absolutely _____."
2. "What an interesting presentation!"
   → "Yes, it was _____."
3. "That's a great idea you shared."
   → "Thanks! I hoped it would be _____."
4. "The venue is quite beautiful!"
   → "It's _____ — perfect for today."
5. "This coffee is surprisingly good!"
   → "Yes, it's _____!"
6. "What a positive atmosphere here!"
   → "It's always this _____ at our events."
7. "I'm very hungry after that long session."
   → "Me too — I'm absolutely _____!"
8. "There are so many people at the networking event."
   → "I know — it's completely _____."
9. "That trip was very tiring."
   → "Yes, I'm _____ now."
10. "I'm very happy to finally meet you!"
    → "I'm _____ too!"
11. "The client was really angry about the delay."
    → "Yes, he seemed absolutely _____."
12. "She was very pleased with the welcome gift."
    → "She looked _____, didn't she?"
13. "That suitcase is really big."
    → "It's _____ — how did you carry it?"
14. "He seemed very scared before his presentation."
    → "Yes, he looked _____."

LIVEWORKSHEETS

Complete the dialogue with the correct words according to the instructions in brackets. You may need to write more than one word in each gap.

Will: So, you're Ben's friend from Japan. This is your first time in the UK, _____[1]? (*question tag*)

Eriko: Yes, it is.

Will: When _____[2] get here? (*question-word question*)

Eriko: I got here on Monday.

Will: _____[3] (*echo question*) And _____[4] do you plan to stay? (*question-word question*)

Eriko: A week.

Will: _____[5](*echo question*) That's so short. That isn't long enough to see much of the country, _____[6]? (*question tag*)

Eriko: No, but I'm really here to see Ben. Anyway, I'll have more vacation next year and I want to visit Scotland.

Will: No way - I grew up in Scotland!

Eriko: _____[7]? (*short question*)

Will: Edinburgh mainly.

Eriko: I've heard it's a very beautiful city.

Will: It's _____[8]. (*build agreement*) _____[9] interested in history? (*yes-no question*)

Eriko: Honestly, not really. But I do like modern art. _____[10] a good museum I should visit? (*yes-no question*)

Will: Oh yes, there are several, in fact...

Speaking

Work in A/B pairs. Follow the prompts to have a conversation with someone you're meeting for the first time.

Conversation 1 - at a work event, you work for the same company

Student A

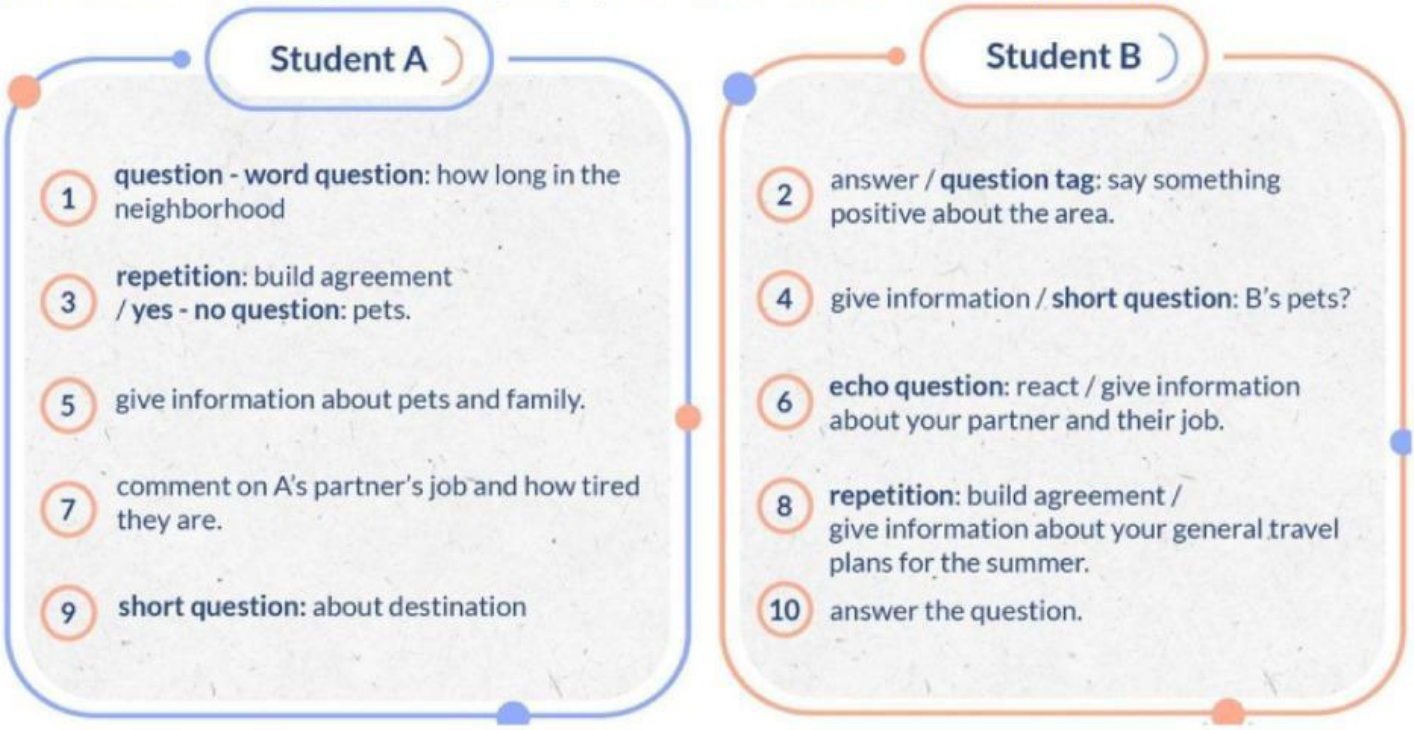
1. **yes - no question**: food good / tried?
3. respond / **question - word question**: B's job?
5. **echo question**: react / **question - word question**: where grew up?
7. give information about your hometown.
9. **repetition**: build agreement in your answer.

Student B

2. answer / **question tag**: comment on the drinks.
4. give information about your job.
6. give information about your hometown / **short question**: A's hometown?
8. **echo question**: react / **yes - no question**: winter or summer weather in A's hometown.
10. say how you feel about hot or cold weather.

LIVEWORKSHEETS

Conversation 2 - at a neighborhood party, you both live in the same neighborhood



If someone asks you an awkward question, you could use one of these responses. Which do you prefer?

- Why do you ask?
- I'd prefer not to say. Let's talk about something else.
- That's not really any of your business.

LIVEWORKSHEETS

Write the first question and some follow-up questions.

A good way to get people talking is to ask them questions about themselves. You can start with small talk questions and then get them to give more information with follow-up questions.

Part A: Write some follow-up questions for the following answers to find out more information.

1. No. I came here with my family on vacation a long time ago. I see there's been a lot of expansion in Auckland since then, but it's still a really beautiful place.

   _____

2. Only about a year or so. I'm still learning the ropes really.

   _____

3. It was quite busy on the plane and I nearly missed my connection in San Francisco. But otherwise, I didn't have any real difficulties.

   _____

4. I've lived here for most of my life, although I did spend a couple of years living and working in Jakarta, but I found the work quite monotonous.

   _____

5. I do a lot of running. I'm actually in training for an ultramarathon next year.

   _____

6. Yes, it's been very unpredictable. But I read that there's going to be a heatwave next week.

   _____

7. Yeah, if you can handle spicy food, there's a Mexican place that does the best chili I've tasted outside of Mexico.

   _____

8. I have a lot of clients in Brussels, so I've been there several times. They took me on an outing to Bruges one time which is gorgeous. I really want to go back there.

   _____

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Tick (✓) the 'Points' column every time you use one of the question forms. You can use the same forms as often as you like, but try to use them all before the end of the game.

The winner is the person who has the most points.

RECEPTION ***Host: Nice to see you again. How*** are you? ***(1 point)***
Visitor: *I'm fine. Sorry I'm a little late.* ***What*** *time* is it exactly?



Place	Conversation opener	Questions	Subjects	Points (✓)
Reception	Nice to see you again.	*Is …?* *Are …?* *Do …?*	• Visitor's journey, hotel, etc. • Programme for visit	
Host's office or desk	This is where I work.	*Does …?* *Did …?* *Can …?*	• Host's job and department • Visitor's job and department	
Colleague's office or desk	My colleague isn't here today, but he / she …	*Where …?* *What …?* *Who …?*	• Colleague's job • Visitor's work colleagues	
Another department	Now we're in the (name) department.	*Why …?* *When …?* *How …?*	• What it does • Relations with host's department	
Meeting room	This slide shows the structure of our company.	*How often …?* *How many …?* *How much …?* *How long …?*	• Company structure and key people • Key people in visitor's company	
Restaurant	This is the best restaurant in town.	*Would you like …?*	• Town where company is located • Visitor's home town	

LIVEWORKSHEETS