



Introductions

Lesson code: 11R5-X6C8-2ESX

Intermediate (B1-B2)

American English

to introduce someone to someone else

1 Introducing yourself

Study the following dialogue

Susan Clarke: Can I introduce myself? My name is Susan Clarke. nice to meet you/ nice to meet you too/ and you too

Alexander Strauss: Hello Susan. I'm Alexander Strauss.

Susan Clarke: Pleased to meet you Mr. Strauss. So, what do you do for a living? small talk

Alexander Strauss: I'm a movie producer.

Susan Clarke: Really? That sounds interesting.

Introduce yourself to the person next to you in a similar way. Use your real name and job.

2 Introducing other people

Listen and complete the dialogue between host, coworker and visitor.

Daniel Goldman: Susan, I'd like _____ meet Miles Henderson from Simtech Ltd.

Susan Clarke: Hi, nice to meet you Mr. Henderson.

Miles Henderson: Pleased _____ you. So what do you do here?

Susan Clarke: I'm _____ charge _____ our HR department. And you?

Miles Henderson: I'm responsible _____ sales and marketing.

Daniel Goldman: Is _____ your first visit _____ Boston, Mr. Henderson?

Miles Henderson: No, actually, I've been here four times already.

Daniel Goldman: Really? On vacation or business?

Miles Henderson: Mostly business.

Daniel Goldman: How long _____ for your company?

Miles Henderson: Oh, I've been with Simtech for almost five years now. How about you? When did you _____ your company?

Daniel Goldman: I started working for Xcel Systems about 10 years ago.



3 Useful expressions

Look at the following expressions from the dialogues. Put each expression in the correct category below.

Can I introduce myself? My name is ...
 I'd like you to meet ...
 I'm responsible for ...
 Nice to meet you.
 Really?
 What do you do for a living?

How long have you been working for ...?
 I'm in charge of ...
 Is this your first visit to ...?
 Pleased to meet you.
 That sounds interesting.
 When did you join your company?

Introducing yourself: _____

Greeting somebody: _____

Introducing a coworker: _____

Making small talk: _____

Talking about your job: _____

Showing interest: _____

Now add the following expressions to the above categories:

I'd like to introduce you to... *Hello, I'm ...* *I work in accounts.*

4 Small talk

When you meet someone for the first time, you usually make 'small talk' to get to know the person better. Match the questions below on the left with the replies on the right. Listen to check your answers.

- | | |
|--------------------------------------|---|
| 1. How was the weather in Madrid? | a. Actually, the flight was delayed by 4 hours because of fog. Then we were stuck in traffic for another 3 hours! |
| 2. How long are you here for? | b. Just two days. I arrived on Monday. |
| 3. What do you think of our city? | c. Nice and sunny. |
| 4. How long have you been in Boston? | d. So far, very impressive. |
| 5. Did you have a good trip? | e. Until the end of the week. |



5 Role play

Walk around and introduce yourself to other people, and introduce other people to each other. Make small talk and try to show interest in other students' comments.



2 Introducing other people

Daniel Goldman: Susan, I'd like you to meet Miles Henderson from Simtech Ltd.

Susan Clarke: Hi, nice to meet you Mr. Henderson.

Miles Henderson: Pleased to meet you. So what do you do here?

Susan Clarke: I'm in charge of our HR department. And you?

Miles Henderson: I'm responsible for sales and marketing.

Daniel Goldman: Is this your first visit to Boston, Mr. Henderson?

Miles Henderson: No, actually, I've been here four times already.

Daniel Goldman: Really? On vacation or business?

Miles Henderson: Mostly business.

Daniel Goldman: How long have you been working for your company?

Miles Henderson: Oh, I've been with Simtech for almost five years now. How about you? When did you join your company?

Daniel Goldman: I started working for Xcel Systems about 10 years ago.



2 Introducing other people

Play the audio file or use your mobile device to scan the QR code (make sure you have installed a QR code reader app and can access the internet on your device).

1. you to
2. to meet
3. in
4. of
5. for
6. this
7. to
8. have you been working
9. join

3 Useful expressions

INTRODUCING YOURSELF: Can I introduce myself? My name is ...; Hello, I'm ...

GREETING SOMEBODY: Pleased to meet you; Nice to meet you.

INTRODUCING A COWORKER: I'd like you to meet...; I'd like to introduce you to ...

MAKING SMALL TALK: What do you do for a living? Is this your first visit to...? How long have you been working for ...? When did you join your company?

TALKING ABOUT YOUR JOB: I'm responsible for...; I'm in charge of ...; I work in accounts.

SHOWING INTEREST: Really? That sounds interesting.

4 Small talk

1. c 2. e 3. d 4. b 5. a

Point out the use of the present perfect ('have you been') in question 4 to refer to a period of time that began in the past and continues to the present and have the students compare this structure with question 2 'How long are you here for?' (= 'How long are you staying here?' / 'How long do you intend to stay here?'). Ask the students to find two more examples of the present perfect in the dialogue in Exercise 3: 'I've been here four times already' (present perfect simple), 'How long have you been working for your company?' (present perfect continuous).

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