

MEETING PEOPLE AT WORK (01)

Formally Greeting a Colleague (1)


IN CONTEXT 3-5 min




Observe the picture:

1. What are they doing?

a. Saying hello, to greet

b.  Saying goodbye, to say farewell

2. Are they ...

c.  shaking hands?

d.  waving goodbye?

STUDY TIP:

Not sure of the pronunciation or definition of a word? 3-5 min



Go to www.wordreference.com, type in the word, choose the language pair, click on find.

For the word pronunciation, click on the symbol .

For the American English pronunciation, click on **US**.

For the British English pronunciation, click on **UK**.

VOCABULARY 3 - 5 min

Study these phrases:

Hi, Hello - used to start a conversation and greet a person

Nice to meet you - used to express gratification when you meet a person for the first time

Nice to meet you too - used to respond to "Nice to meet you"

Welcome to - used to greet a person in a place

REETING A COLLEAGUE 15-20 min

Greeting is the first impression you'll give. Using the correct formal language and body language will make your first meeting successful!

Mr. Jack Lowel is greeting Mr. Gomez.

Mr. Lowel: Hello, I'm Jack Lowel. Welcome to Hutch Industries!

Mr Gomez: Nice to meet you.

Mr. Lowel: Nice to meet you too. Oh, you are Mr. Gomez!

Mr. Gomez: Yes, I am Mike Gomez from SPR Computing.

Introducing yourself

To greet a person, first say "Hello" or "Hi". Then introduce yourself and use "I'm" or "I am" + your name

Examples:

Hi, I'm Christelle Lowel.

I am Éric Dubois.

Tell where you work

To announce the company you work for, use

I'm from + company name

Examples:

I'm from ITM electronics.

I am from Banquet Services.

I'm from Flower Power Shop.

Referring to people

1. When formally referring to people, use titles

Mr, for a man pronounced /mister/

Mrs, for a married woman pronounced /misiz /

Ms, for a woman (married or not) pronounced /miz/

Miss or the abbreviation Ms, for a woman who is not married pronounced /mis/

Examples:

Mr. and Mrs. Turner

You are Ms. Robinson.

Miss Amy Reed.

2. You can also, use

She for a woman or He for a man:

Examples:

She is Carol Evans.

He is Mr. Brook.

LANGUAGE TIP: MR. OR MR?

Use a period "." after titles when writing in American English
In British English do not use any punctuation.

Examples:

Ms. or Miss America (US)

Mr Tony Blair (UK)

Mrs. Lisa Simpson (US)

Mrs Jane Birkin (UK)

VOCABULARY 5-8 min

Complete the phrases

- | | |
|----------------|-------------------------|
| 1. Hello, | a. are Joe Catura. |
| 2. Nice | b. I'm Erika Stener. |
| 3. I'm | c. from ABM Enterprises |
| 4. You | d. is nice. |
| 5. Mrs Wallace | e. to meet you. |

Use the phrases from the previous exercise and complete the conversation:

Mrs. Stener: _____. Welcome to Tec Industry!

Mr. Davis: _____.

Mrs. Stener: Nice to meet you too. I'm Erika Stener. _____

Mr. Davis: No, I am Ken Davis. _____

SPEAKING 3-5 min

Practice with your teacher:

Choose a character. Greet the person & introduce yourself.

First Name	Last Name	Work
1. Matt	Tress	TechIndex
2. Carrie	Oakey	IRM
3. Bill	Board	RealDeal
4. Wendy	Storm	Toys King

Choose the correct answer

1. Hello, I _____ (am/is) Mel Gilborn.
2. Nice to meet _____ (you/he).
3. (I'm/It's) _____ nice to meet you too.
4. Helen, _____ (it's / she's) a nice person.
5. Mr. Miller is not here. (He / It) _____ is in a meeting.

WRITTEN PRACTICE I 8-10 min

Complete the dialog using the words

You are, Hello, Nice, meet, Welcome to, from, I'm,

Mrs. Grant is visiting Mr. Calven at Solar & Energy.

Susie Grant: Hi, _____ Susie Grant.

Mr. Calven: _____ Susie. _____ Solar & Energy.

Susie Grant: _____ to _____ you. _____ Mr. Calven!

Mr. Calven: Yes, I am Mr. Calven _____ Metal Enterprise.

Read aloud & complete the dialogue with: *are, Welcome to, Hello, Nice to meet you, You*

Mr Lowel: Hello, I'm David Lowel. _____ ATM Bank!

Mrs Smith: Nice to meet you.

Mr Lowel: _____ too. Oh, _____ Mrs. Smith!

Mrs Smith: Yes, I am Ann Smith from Budget *Inc.*

WRITTEN PRACTICE II 5- 8 min

Write a dialog with the information. Introduce Person C to person B.
You are person A. Your teacher is person B,

	Person A	Person B	Person C
Name	1.	Mr. Yoko	Margaret Regan
Company	2.	HiTec Technology	Quick Print

A: _____

B: _____

A: _____

B: _____

VIDEO A Introducing yourself 10- 12 min

This video presents a conversation about introducing yourself.





The objective is to be able to tell your name and ask how a person is.

<http://www.youtube.com/watch?v=nZGuEEtckng&feature=related>

Watch and complete the conversation:

- Hello.
- _____
- _____ Olivier. What's _____?
- My Name is _____.
- That's a pretty _____. How _____ today?
- I'm doing _____, _____. And you?
- _____ great. It's very _____.
- It's nice to _____.

Watch again and answer the questions:

1. How are you?  I'm great.
2. How are _____?  I'm _____.
3. How _____?  I _____.
4. _____?  _____.

VIDEO B Introducing yourself 10- 12 min

This video shows different people introducing themselves and telling about their favorite actors and actresses.

In the first part of the video, the objective is to listen to people's names and the way they spell them, their nicknames, and other personal information about them. In the second part of the video, people tell about their favorite actor or actress.

Part 1:

Watch and listen from 0:00 to 1:30

<http://www.youtube.com/watch?v=SYYLE06dJjE&feature=related>

Who are they?

	First Name	Last Name	Nickname
Person 1			
Person 2			
Person 3			
Person 4			
Person 5			
Person 6			

Part 2:

Listen from 1:30 to 2:00 and answer the questions:

<http://www.youtube.com/watch?v=SYYLE06dJjE&feature=related>

1. Where is Calum from? *Glasgow Scotland*

How old is he? _____

What does he do? _____

Where is Jonathan from? _____

What does he do? _____

2. How old is Hana Lee? _____

What does she do? _____

Where is she from? _____

3. Who is Dayanne's favorite actor? _____

Who is Woo Sung's favorite actress? _____

Who is Kevin's favorite actress? _____

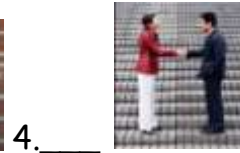
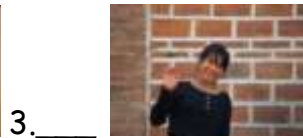
QUIZ 8- 12 min

Match situation and phrase:

- | | |
|-------------------------|-----------------------------------|
| 1. You are John Collins | a. Tell where you work |
| 2. Welcome to Microcomp | b. Talk about a man |
| 3. Nice to meet you | c. Tell a person's name |
| 4. She is here. | d. Tell your name |
| 5. I'm from ArtDesign | e. Talk about a woman |
| 6. I'm Carol Evans | f. Greet a person formally |
| 7. He's the director. | g. Greet a person in your company |

What

does it mean?



- a. to greet b. to say farewell c. to shake hands d. to wave goodbye

Read the phrases in *italics* and select the correct answer:

A: *Hi, I'm Steve Bolden*

B: _____

- | | |
|----------------------------|------------------------------------|
| 1. Welcome to | 2. I'm from Real Language Academy. |
| 3. Hello, I'm Miss Gregor. | 4. You are Steve. |

B: _____ *Real Language Academy*

- | | |
|--------------------|---------------------|
| 5. Welcome to | 6. You are from |
| 7. Hello, I'm from | 8. Nice to meet you |

A: *Yes, _____ the academy.*

- | | |
|----------------------------------|-------------------------|
| 9. Welcome to | 10. You are from |
| 11. Nice to meet you Mrs. Bolden | 12. You are Carol from. |

B: _____ *I'm from English Job Inc.*

- | | |
|---------------------------|---------------------------------|
| 13. Nice to meet you too. | 14. Welcome to English Job Inc. |
|---------------------------|---------------------------------|

15. I'm Steve.

16. I'm Carol.