

VISITING A CLIENT (2)

Greeting an associate in your office (03)

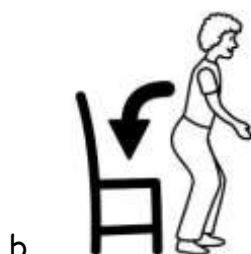
IN CONTEXT 3 - 4 min

Match the words with the picture & verbs

1. Take a seat.
2. Come in.



to enter



to sit down

VOCABULARY 8 - 10 min

Observe and match the words and pictures

1. Please - used to ask politely (with respect)
2. Sure - certainly, total agreement, to say yes with conviction YES !!!!
3. Where - ask about the location of something
4. Busy - no free time, always doing something



Observe and rate the feelings from 1 to 4

1. **:D** ++++ 2. **:)** +++ 3. **:(** -- 4. **:S** ----



Initial meeting: Asking how a partner or colleague is 12 - 15 min

First contact with a colleague

Jennifer: Please, come in. How are you, Mike?



Mr. Gomez: I'm okay and you? How's your day going?



Jennifer: Pretty good.

Mr. Gomez: Please take a seat.

Jennifer: Sure, where?

:D ++++ **:I** ++ **:)** +++ **:(** -- **:S** ----

Asking how a person is:	Good 	Bad 
How are you? How do you do?	I'm okay. ++ Fine. ++ I'm fine.** I'm doing well. ++ Pretty good. +++ I'm great. ++++	I'm not okay. - I'm bad. -- I feel bad. --

Asking how the day is:	Good 	Bad 
How is your day going? How is your morning going?	It's okay. ++ Fine. ++	Busy.- It's bad. --

	Pretty good. +++ It's going well. +++ It's going great. ++++	Very busy. -- It's hectic.--- It's horrible.--- It's awful.----
--	--	--

Example:

A: How are you?

B: I'm fine. ++

A: How is your day going?

B: It's horrible! ----

A: How do you do?

B: I feel bad. ---

A: How's your morning going?

B: Pretty well! +++

VOCABULARY 8 min

Match the phrases with the pictures

:D ++++

:I ++

:) +++

:(--

:S ----

I'm fine

It's hectic.

It's horrible.

Very busy.

Pretty well.

It's going great.

:D	:)	:I	:(:S

Complete the phrases

Examples: 1d

1. How do	a. Well
2. How are	b. Fine
3. How is	c. bad
4. Pretty	d. You do?
5. It's going	e. Feel bad.
6. I'm	f. You?
7. I feel	g. Great
	h. Your afternoon going?

WRITING 8 - 10 min

Complete the dialogs

A: _____(Please / Pleased) , come _____ (in/on).

B: _____ (who / how) are you?

A: I'm _____(great / bad). It's a _____ (great / hectic) day.

B: Oh no, _____(very busy/very well)?

A: Yes. How _____ (do / are) you do?

B: (It's / I'm) _____ fine.

A: Take _____ (sit / a seat)

B: Sure. How's _____ (morning go/ your morning going)?

A: _____(Pretty well/Pretty okay). How _____(are you going / is your day going)?

B: It's _____ (doing great / going great).

SPEAKING 5 - 8 min

Ask your teacher about his/her day and how he/she is:

1. How's _____?

2. How are _____? / How do _____?


Choose the correct picture according to your teacher's responses



What do you say? Use the words below

<i>awful</i>	<i>Take</i>	<i>seat</i>	<i>good</i>	<i>feel</i>
<i>come</i>	<i>fine</i>	<i>great</i>	<i>bad</i>	<i>pretty</i>

1.  Please, _____ a _____.

2.  Please, _____ in.

3.  It's _____.

4.  I feel _____

5.  I _____ bad.

6.  I feel _____. / I'm _____.

VIDEO 10 - 12 min

This video shows different common phrases to greet people and asking how a person is and how to respond.

Watch the video

<http://www.youtube.com/watch?v=DMVJTs1UkBE&feature=related>

Part 1

Complete the questions:

1. How are _____?
2. How _____ you _____?
3. How is _____ _____?

Match the questions 1, 2, 3 with the answers a, b, and c:

- a. ____ It's going well.
- b. ____ I'm fine thank you and you?
- c. ____ I'm doing well. Thank you and you?

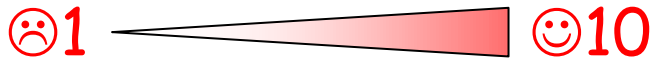
Part 2

Read the questions. Choose the grammatically correct answer.

1. How are you doing? (formal)
a. I'm going good. b. It is going well. c. I'm doing well
2. How is it going? (standard)
a. It is going good. b. It is going well. c. I'm doing well
3. What's up? (informal)
a. Not much. / Nothing. b. I'm very good. c. Hello.

QUIZ

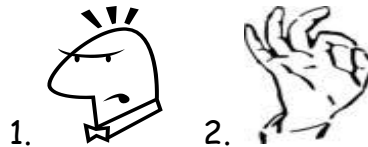
Rate the phrase from 1. : S to 10. :D



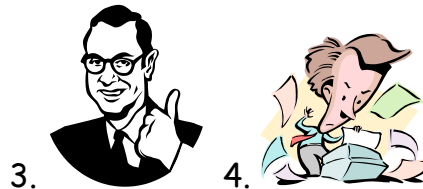
- | | |
|--------------------|--------------------|
| 1. :S I feel awful | a. I'm fine. |
| 2. | b. I'm doing well. |
| 3. | c. I'm not okay. |
| 4. | d. I feel bad. |
| 5. | e. I feel awful |
| 6. | f. Pretty Good. |
| 7. :D | g. I'm great. |

Reorder the words and match with the picture

you / do / do / How?
okay / I'm.



in Please come.
morning / going / your / How's ?
's / hectic / It.



you / are / How?
bad / I / feel.

seat / a / take / Please.,
your / going / day / How's?
good. / Pretty

Complete the phrases



1.



2.

A: How _____ (are / do) you?

B: I _____ (pretty good / very busy) Picture 1

A: Please _____ (take a / sit) seat.

B: How's _____? (your day going / the day goes)

A: Very (hectic / well) Picture 2.

Write three questions & answer them using one word in ():

morning	How's	you	How	day
your	you?	your	are	do?

1. How _____

:S I'm _____ (very good / fine / not good)

2. _____ do _____

:) I _____ (awful / okay / pretty good)

3. _____ going?



It's _____ (going very well / is good / horrible)