

Age group	Adults
Level	0.0 - 0.5
Time needed	50 - 60 min
Learning objective(s)	Meeting Procedure: Making concessions/ difficult decisions
Key skills	Writing & speaking

## TALKING ABOUT YOURSELF 01 INTRODUCTION 01

### IN CONTEXT 3- 5 min

Re order the words to complete phrase #4

to - nice - you - too - Hello, - it's - meet

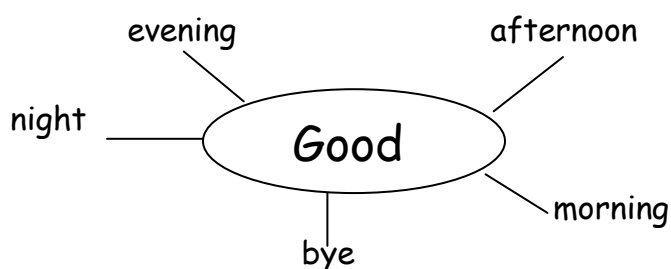
**8 am**

1. Hi, I'm Kate Smith.

3. It's nice to meet you.

2. Hello. My name is Mike.

4. \_\_\_\_\_



Time:	Greeting	Farewell
8 am <u>Good morning</u>	<u>Good morning</u>	<u>Bye</u>
3 pm _____	<u>Hi</u>	_____
7 pm _____	_____	_____
11 pm _____	<u>How do you do?</u>	_____
		_____

## LISTENING ONE 12 - 15 min

### Listen to what they are saying #2

What is the woman's name?	Kyler Martin	Carry Matins	Claire Martin
What is the man's name?	John Kenet	Joe Kent	Joel Kent
Where are they?	in a company	in New York	at the office

### Listen again #2:

Put the sentences in order:

_____meet	_____I'm	_____Thanks	_____ZY Systems.	_____Hi, I'm
_____Claire Martin	_____1_____Hello,	_____Nice	_____you.	_____Nice to
_____you.	_____to meet	_____Welcome to	_____Joe Kent.	

### Listen and answer #3

Who are they?

Person 1	Ivan	Ian	Ethan
Person 2	Fanny	Tally	Sally

In what city are they in?

## SPEAKING 3-5 min

What are the names of these companies?

TDK

UPS

Snack HQ

GE

AOL

IBM

JFK Cargo

RNX Auto

Name 3 more companies using letters:

1

2

3

## READING 5-8 min

Listen to Joe introducing Claire. #6

Complete the dialog

I'm	you're	she's	we're	they're
-----	--------	-------	-------	---------

Joe: Hello everyone. This is Claire Martin. 1. \_\_\_\_\_ is from IBM. Claire, this is Paul Sampson. 2. \_\_\_\_\_ from ZY Communication.

Paul: Hello Claire.

Joe: And this is Ann Pol and David Tarn. 3. \_\_\_\_\_ from ZY Design.

David: Nice to meet you.

Anne: Hello.

Sam: And 4. \_\_\_\_\_ Sam Pick and this is Lara Kay. 5. \_\_\_\_\_ from ZY Holdings. So 6. \_\_\_\_\_ from New York, Claire?

Claire: Yes, nice to meet you everyone.

## GRAMMAR 5-8 min

Complete:

**TO BE**

	Complete form	Contracted form
I		
You		
He, she, it,		
We		
They		

Complete with the verb to be:

- David - Hello. How \_\_\_\_\_ you?  
 Jennifer - I \_\_\_\_\_ fine, thanks. I \_\_\_\_\_ sorry, what's your name again?  
 David - It \_\_\_\_\_ David.  
 Jennifer - Right! David, this \_\_\_\_\_ Sarah Cole. I \_\_\_\_\_ from Manchester.  
 David - Hi, Sarah, it \_\_\_\_\_ nice to meet you.  
 Sarah - Hi David. I think, you \_\_\_\_\_ from ZY System.  
 David - That's right! Yes I \_\_\_\_\_.

Answer:

Where is David from?      Manchester      ZY System      I don't know  
 Where is Jennifer from?      Manchester      ZY System      I don't know  
 Where is Sarah from?      Manchester      ZY System      I don't know

Is David from ZY System?      Yes, he is.      No, he isn't / No, he is not.  
 Is Sarah from London?      Yes, she is.      No, she isn't / No, she is not.  
 Are David and Sarah from ZY System?      Yes, they are      No, they aren't / No, they are not

## LISTENING TWO 3 - 5 min

Listen and answer #7

Where is she/he from?

	City
Claire Martin	
David Tarn	
Paul Sampson	

Listen again

Where does David work?  
 What is New York nickname?

**Practice Introductions:**

1. Write the full names of two colleagues

*First name*

*Last name*

---

---

Introduce them to your instructor.

2. Write the full names of two friends

*First name*

*Last name*

---

---

Introduce them to your instructor.

## QUIZ 8-10 min

### Complete:

1. This \_\_\_\_ Mr Green, the Sales Manager.
2. I \_\_\_\_ Saoul Ford.
3. How \_\_\_\_ you?
4. \_\_\_\_ is nice to meet you.
5. Ana and I, \_\_\_\_ are the sales representatives from Zinc Industries.
6. \_\_\_\_ Paul from Denver?
7. They \_\_\_\_ in London.
8. Janet, \_\_\_\_ is the receptionist.

### Re-order the words to make a phrase.

1. meet / Nice / too. / to / you
2. and / David. / from / Yes, / is / is / I / He / New York. / am / this
3. thank you. / name / fine, / is / My / I'm / Rachel Pack.
4. morning. / Hi, / are / good / How / you?
5. from / Are / Label, Inc? / you
6. John Stewart. / you / Rachel. / to / Nice / I'm / meet

### Rearrange the phrases to make a dialog

John: \_\_\_\_\_  
Rachel: \_\_\_\_\_  
John: \_\_\_\_\_  
Rachel: \_\_\_\_\_  
John: \_\_\_\_\_  
Rachel: \_\_\_\_\_

WOOSPEAK

53 rue Roger Simon – 77260 REUIL EN BRIE

Tél : 09 70 46 88 22 Fax : 01 80 82 60 02

Site Web : [www.woospeak.fr](http://www.woospeak.fr) Email : [formation@woospeak.com](mailto:formation@woospeak.com)

S.A.R.L. Au capital de 42000 € – RCS MEAUX B 491173316 – NAF 7022Z – N°TVA INTRA FR 41491173316